PORT OF NEWPORT COMMISSION REGULAR MEETING

Tuesday, October 25, 2022, 6:00 p.m.
South Beach Activity Room
2120 SE Marine Science Dr.
Newport, OR 97365

This will be a hybrid meeting, which means you can attend in-person, or you can view the live stream of this meeting on our website: https://www.portofnewport.com/2022-10-25-commission-meetings-2022-october-25-2022-6-00-p-m

Anyone interested in making public comment must complete the form on our website and submit it by 11:00 a.m. on Monday, October 24, 2022: https://www.portofnewport.com/2022-10-25-commission-meetings-2022-october-25-2022-6-00-p-m

I. Call to Order

II. Changes to the Agenda

III. Public Comment (3-minute limit per person)

IV. Consent Calendar **2022**

A. Minutes……September 27.....Page 3
B. Financial Reports.....Page 9
C. Accounts Paid.....Page 18

V. Old Business

A. Items Removed from Consent Calendar
B. PD7 Replacement Engineering Selection – *Bretz*.....Page 24
C. Approval of South Beach Painting Contract – *Bretz*.....Page 50

VI. New Business

A. Presentation by Yaquina Bay Yacht Club – *Peggy O'Callaghan*
B. Approval of Engineering for Additional Lane in South Beach – *Bretz*.....Page 51
C. Approval of Port Dock 7 East Lot Lighting – *Bretz* .....Page 53

VII. Staff Reports

A. General Manager – *Miranda*.....Page 55
   1. Director of Finance & Business Services – *Brown*.....Page 59
      September Occupancy Report
   2. Director of Operations – *Bretz*.....Page 66

VIII. Commissioner Reports

IX. Calendar/Future Considerations 2022

Fisherman Appreciation Day…….....Nov. 4, 2022

Veterans Day – Port Offices Closed…….Nov. 11, 2022

Commercial Fishing Users Group Meeting…….....Nov. 14, 2022

Next Commission Work Session……..Nov. 15, 2022
Next Commission Meeting……...Nov. 15, 2022
Thanksgiving – Port Offices Closed…….Nov. 24 and 25, 2022

September 27, 2022
6:00 P.M.
Newport, OR

PORT OF NEWPORT COMMISSION MINUTES

This is not an exact transcript. The video of the session is available on the Port's website.

The Port of Newport Commission met on the above date and time at the South Beach Activity Room, 2120 SE Marine Science Dr., and virtually via Microsoft Teams. In attendance were Commissioners Burke, Lackey, Sylvia, Retherford, and Chuck. Also in attendance were General Manager Paula Miranda, Director of Finance and Business Services Mark Brown, Operations Director Aaron Bretz, and Administrative Assistant Gloria Tucker. Visitors from the public included Rogue President Dharma Tamm, Rogue Counsel Nicholas Liadis, and Paul Zellman.

CONSENT CALENDAR

MOTION was made by Chuck, seconded by Lackey, to approve the consent calendar as presented. The motion carried unanimously in a voice vote.

OLD BUSINESS

Authorize Contract with KPFF Engineers for Terminal RORO Dock Repair Plan. Burke introduced the agenda item. Bretz reported this project had a qualification-based selection process for the engineers. He stated it's been ten years since the Port looked at these pilings, and they are not all under cathodic protection. He noted under that section of dock, there are a lot of pilings packed into a small, concentrated area because it is for a high-capacity load. He indicated KPFF came out with the highest marks out of four firms, and he negotiated a scope of work. He noted the Port budgeted $230,000, and the price came in at $117,124 plus a 10 percent contingency.

Lackey confirmed with staff the scope of work is complete. Bretz replied the scope is similar to what they did ten years ago, a pretty comprehensive look, sampling steel, ultrasonic tests, visual inspections, and going below the mud line to inspect. He noted they will consider whether the Port needs to improve cathodic protection. He stated they will generate a repair plan, and part of the scope is permitting work.

MOTION was made by Lackey, seconded by Retherford, to authorize the General Manager, or designee, to contract with KPFF Engineers to perform inspections and create a repair plan for pilings under the RORO Dock at the International Terminal in an amount not to exceed $129,000. The motion carried unanimously in a voice vote.

Public Hearing and Approval of Ordinance 2022-02 Regarding Code Changes. Burke introduced the agenda item. Bretz reported last month Commission looked at restricting selling fish from boats at South Beach. He noted he talked to a former Commissioner, and the Commission had been concerned about foot traffic and the possibility of throwing carcasses into the water. He stated the idea had been to preserve the use of the docks for recreation. He indicated if that is something the Commission wants to do, the code needs to be changed.

Retherford stated last time some of the Commission was OK with letting the activity take place in the recreational marina. She noted that is what the Commission needs to decide. She asked

if they want to keep it separated or if they are OK. She also asked if it is OK, should the Port restrict the number.

Miranda stated when it comes to restricting the amount, staff really don't know what would be the perfect number. She recommended doing that operationally to gage what is a good number. Sylvia asked how many sell fish Port-wide. Bretz replied about a dozen. Sylvia asked if that has been a major problem Port-wide. Bretz replied it provides a challenge, but it has not caused any real problems. Sylvia asked if it is a benefit to the Port and community for individuals to be able to buy directly from the boats overall. Miranda replied people staying in RV park wouldn't mind and some visitors might appreciate it too.

Burke stated it should be up to the staff to control the number of boats. Sylvia stated if it becomes a problem, then operationally staff would find a way to manage that. Bretz noted staff do not have a system that licenses this kind of activity. He noted on the commercial-side, the Port has a wharfinger, but the recreation-side does not. Miranda stated to be effective at stopping something, the Commission has to give staff the authority to fine or evict. She added all enforcement is difficult, and the Port is trying to get better on enforcement.

Chuck asked if sport boats would be allowed to moor in the commercial marina. He asked if commercial boats will be in the recreational marina. Retherford noted the slip size determines that. Miranda replied the chances are low. She explained the Port can't bring sport vessels over because there is no space, and recreational slips are too small for commercial boats. Chuck noted in the past there was a big push not to mix the vessels. Miranda replied operationally staff try to keep it that way.

Chuck asked if customers would pay for parking. Miranda replied if they are a moorage holder, they have access to parking. She noted if they buy a launch permit, they have parking. She indicated if people come to just buy fish, they will have to pay for parking. Chuck asked if staff could designate the space. Bretz replied they can and asked if one dock would be preferred. Chuck replied the dock that works operationally would be best. He indicated during tuna season, South Beach is at its busiest and there's a lot demand. Burke noted it was not an issue in the past, and he can't imagine it turning into an issue. Bretz stated he is sure staff could handle it if it became a problem. Miranda added if staff feel like it is not working well after a year, then the Commission could make a decision to make changes.

Bretz stated he recommends not adding to Chapter 5. He noted he still thinks it is helpful to define retail and wholesale sales. Lackey clarified with staff the changes needed to the code. Bretz noted buying stations also need to be defined. Sylvia confirmed with staff the state licenses required to sell fish. The Commission agreed to table the Ordinance for rewriting.

Approval of Third Amendment to Rogue Lease Agreement. Burke introduced the agenda item. Miranda reported she had an online meeting with Rogue, the company doing the wastewater treatment, and the Port's attorney. She stated this is something the city requires from Rogue. Tamm reported last year Rogue reached a consent agreement with the city to install a wastewater pre-treatment plant. He noted over the past 30 years, Rogue has grown significantly. He explained he has been looking at a bunch of different options and seven vendors. He indicated they will build a wastewater pre-treatment plant, which is a couple of big tanks with beer waste, not raw sewage.

Tamm reported it's going to be long-term sublease, a 25-year contract. He noted Rogue wants to extend the options on its lease for 15 more years to get to 25 years. Miranda reported the space is already part of their lease. She explained they are subleasing the space to this company,

who have been operating all over the world with big breweries. She emphasized they know what they are doing. She indicated her biggest concern was pollution. She added they will not have anything major.

Miranda reported her other concern is where buildings/tanks will be. She noted right now, the draft plan has them close to the seawall. She stated the Port needs to look at the final design and talk to engineers, so the weight is appropriate and doesn't cause problems. She indicated she did ask Rogue to add the Port under their indemnification and insurance, and the attorney stated as long as they include the Port as loss payee, they don't need to have pollution insurance. She added, typically, when giving extensions, she tries to renegotiate the lease. She explained she does not want to put additional burden on Rogue when they are already trying to fix problems.

Sylvia stated he was curious about the wastewater problem. Tamm replied there are three or four parameters that hurt the city's wastewater system. He explained it is a combination of the amount going out and the concentration. Sylvia confirmed with Tamm Rogue is affecting the limitations on the city plant. He stated the discharge will still go back into their plant, but those issues will be addressed. Tamm noted Rogue could go all the way down to grey water, but that might not be best solution. Sylvia asked if there would be noise. Tamm replied it would be quiet with no odor.

Retherford asked what happens after 25 years. Tamm replied Rogue can purchase the system, extend the agreement, or they will remove it. Lackey asked if the $25 million is the initial outlay. Tamm replied the $25 million is paid over 25 years, and $700-800,000 is the initial outlay. Retherford confirmed with Tamm this will take care of the city fines and issues.

Miranda stated the Port will want to see a final design that stays away from the seawall. Tamm replied after he signs, they owe a final design within 30 days. Miranda noted the Port has to review and approve any new structure. Discussion ensued on the end date of the lease. Tamm requested to go to 2047. Lackey noted that is a long time. He asked if the terms can be examined. Miranda replied she can do that, but it will delay their project.

Lackey asked how rent increases are structured. Brown replied it is based on the CPI on July 1 of each year. Miranda noted this is only dealing with the brewery lease. Brown noted Rogue is an excellent tenant. Miranda added there are a few things in the lease the Port is in charge of fixing, that she would rather not have, but the lease is not atypical.

Sylvia asked what happens with a failure. Tamm replied there is a system bypass that goes directly to the city. He noted in the very unlikely event there is a failure, it would dump directly to the city. Burke confirmed with Tamm it is on emergency power. He also confirmed with Tamm that he expects to go through city permitting quickly. Retherford confirmed with Tamm there will be a fence around it too.

Sylvia asked what the worst-case scenario is. Lackey replied there is different management in ten years, or someone wants an out. Miranda noted there are provisions if there is damage and for vacating the building. She stated once the wall is repaired, the Port will know weight limitations. Tamm added Tim Gross is Rogue's engineer, and he knows the seawall. Sylvia asked if Rogue can expand with the system. Tamm replied Rogue can grow volume by 50 percent.

MOTION was made by Sylvia, seconded by Lackey, to authorize the General Manager to execute the attached third amendment to lease agreement subordination, non-disturbance and attornment agreement as presented pending additional research and language sufficient to satisfy the Port's attorney requirement with the last extension ending in 2047. The motion carried unanimously in a voice vote.

NEW BUSINESS

Report Regarding Increase in Pallet Costs. Burke introduced the agenda item. Bretz reported in the memorable past, the Port has always scrounged for its own pallets. He explained the Port got pallets at low or no cost. He stated things have changed. He noted staff are not able to get all the pallets needed and may need to order pallets. He indicated the Port may possibility implement a $2 price increase for pallets that leave the lot. He added the Port may need to change the structure of how it charges pallet use. He explained there are a significant amount of pallets that live on the lot and no one gets charged for their use. Miranda stated for transparency she wants to make sure to bring this up and let people know. Retherford suggested painting them.

Sylvia asked for the total number used. Bretz replied the actual number in use is squishy because staff didn't track it. He noted it is around 1,500 to 2,000. He stated the concern is how much staff will have to buy, spending $15,000 on pallets, and that was not budgeted. Sylvia asked how much come back. Bretz replied 20 percent leave the lot, and staff get the bulk of those back. He noted staff may need 150 new pallets per year. He added $2 will get staff through the year. Burke noted he has a supply of pallets to donate.

Authorize Pickup Truck Replacements for NIT, Admin, South Beach, and Commercial Marina. Burke introduced the agenda item. Bretz reported staff budgeted for four pickup trucks across the Port at $25,000 apiece. He noted he got quoted on four pickups at $22,791, but unfortunately, Ford said they will only fill two orders, one two-wheel drive hybrid and one all wheel drive 2.0. He recommended purchasing the hybrid at $22,791 and the 2.0 at $24,770. Miranda suggested rounding that to $50,000 due to fees. Bretz added both are Ford Mavericks. He noted the price will likely go up next year.

MOTION was by Chuck, seconded by Lackey, to authorize the General Manager, or designee, to execute a purchase order under the state contract for two compact pickup trucks not to exceed $50,000. The motion carried unanimously in a voice vote.

STAFF REPORTS

General Manager. Miranda reported this has been another challenging month, and this whole summer has been very difficult. She suggested a work session to sort through length of stays at the RV Park. She noted she does not know of any public parks that allow more than two weeks stay. She stated there are folks in the marina who have their boats here and depend on bringing their RV. She indicated information would be provided for the work session a week beforehand.

Chuck asked if there is a way to make comments on the online reservation app. Brown replied there will be an update in the spring that may have it. He added he will follow up on that. Miranda added it's a software, not really an app.

Miranda reported the Port has had some issues with security, people going through trash and breaking into bathrooms. She stated she contacted the Police Chief and asked if is there anything the city can do about limiting the right-of-way parking. She noted they want to talk first, so they have set up a meeting. She indicated she knows the city is having problems everywhere, but when it is causing safety concerns to Port customers, it needs to be addressed.

Miranda reported the recreational marina users want to share their thoughts and concerns, so an informal meeting is scheduled for October 3. She noted it would be nice to have one or two Commissioners attend. She explained on the Admin Building, the contractor was able to work on

low voltage and bring it down from around $53,000 to around $20,000. She indicated the city sewer connection was a lot of back and forth, but at the end, they were able to compromise and require something in-between that doesn't create a Change Order. She added she appreciates the city working with the Port.

Miranda reported the building would be on-time for December if they get electrical parts, but there is a delay. She noted the Port Dock 7 plan will have quotes at the end of the month. She stated the Port was only able to obtain $100,000 for this project, and $200,000 or so will have to come from general funds. She indicated Bretz is continuing to work with the Army Corps on commercial dredge access. She added the Port has not been able to fix Port Dock 5 from when the vessel sunk because it's hard to find a marine contractor right now.

Miranda reported the Port is moving forward with the RORO Dock and hopes to not find anything major. She noted she was concerned about the grant with the Maritime Administration, but they indicated staff would hear from them by the end of this month or after elections. She summarized meetings she attended this month.

Miranda reported the Port is going through reorganization of the two marinas and decided to go from two Harbormasters to one Harbormaster and two Assistant Harbormasters. She stated that will make the Port a little more efficient, and the Port will have to increase salaries. She indicated she thinks it's going to work well. She added Kody Robinson will be the Harbormaster.

Bretz reported he brought up Cameron Brockway in the commercial marina and Wyman Scarborough in the South Beach marina. He noted staff adjusted job descriptions, and the Harbormaster will cover day to day issues, so he can focus on projects. He added he thinks it will work really well.

Director of Finance & Business Services. Brown reported he talked to the Port's auditor and two other municipalities are going through a new process, and they are in the same situation. He stated he is going through data to make sure it's correct. He noted the financials have been adjusted through May 31. He indicated the packet's financial statements didn't include some transactions from June. Miranda confirmed with Brown the Port is still in tune with the budget and not falling short. Brown stated the budget is in good shape, and the RV Park is full. He indicated he will be more confident once the financial statements are done. He added staff are getting faster as they learn the new system.

Burke asked with operating expenses being so favorable if work is not getting done due to staffing or projects that can't get off the ground. Brown replied there are some projects staff have not started. He noted staff need to step back and take a strong look at the budget. He stated operating expenses are way off, and with this new structure, Robinson will have a chance to fine tune that a bit.

Retherford asked if it would be possible to hire extra staff temporarily for a project. Bretz replied the Port has hired more seasonal employees. He noted the Port is not far removed from doing things by manual ledger books, so staff are coming from a time of constantly being worried about overspending because it took so long to close the books. He added there's some projects there's no way he can get to. Miranda stated with the new Harbormaster set up, Bretz can delegate more. She added it's getting harder and harder to hire everywhere.

COMMISSIONER REPORTS

Chuck stated he attended the Sport Fishing Advisory Board, which is a pass through for federal funding. He noted one of their main questions is how to improve port infrastructure. He stated he reported the best thing is to advocate for fish poundage to be considered on the same level as cargo. He indicated they were not aware most of the infrastructure funding went to ports with big cargo. He added they need to find a way to get that money a little more evenly distributed.

Discussion ensued on dates for future meetings. The Commission agreed to change the November meeting to November 15 and schedule the work session for an hour before. The Commission agreed to change the December meeting to December 20.

ADJOURNMENT

Having no further business, the meeting adjourned at 8:03 p.m.

General Operating Funds
Preliminary

Port of Newport

Fiscal Start Date: 07/01/22
Fund Filter: 100

All amounts are in USD.

Description	Balance
Assets	
Current Assets	
Cash Deposits	2,958,738.06
Cash on hand - Petty Cash	550.00
Cash on hand - Cash Drawers	925.00
Accounts Receivable	905,809.82
Allowance for Bad Debt	(30,000.00)
Interfund Activity Receivable	183,088.27
Prepaid Expenses	226,665.21
Total Current Assets	**4,245,776.36**
TOTAL FIXED ASSETS	**49,006,547.39**
Deferred Outflows of Resources	775,843.00
TOTAL ASSETS	**52,476,480.75**
LIABILITIES	
Current Liabilities	
Accounts Payable	240,494.25
Credit Cards Payable	(2,306.51)
Accrued Retainage	114,509.30
Accrued Lodging Taxes	15,858.15
Unclaimed Property	6,484.38
Interfund Activity Payable	650,099.22
Payroll Payable	42,201.53
Compensated Absences	55,232.70
Accrued Payroll Taxes	74,673.66
Retirement Withholdings Payable	39,345.40
Garnishment Withholdings Payable	1,268.08
Benefit Deductions Payable	5,579.10
Accrued Interest	12,564.00
Deferred Revenue	514,868.50
Current Portion - Notes Payable	326,191.00
Current Portion - Bonds Payable	225,000.00
Total Current Liabilities	**2,322,062.76**
Non-current Liabilities	
Long-term Debt	5,614,860.45
Less Current Portion - Long-term Debt	(551,191.00)
Bond Premiums	83,865.55
Total Non-current Liabilities	**5,147,535.00**
Deferred Inflows of Resources	219,726.00
Total Liabilities	**7,689,323.76**
Equity (Fund Balance)	
Committed Fund Balance	667,000.00
Unrestricted Fund Balance	37,222,512.86

Period: 07/01/22..07/31/22

Port of Newport

Fiscal Start Date: 07/01/22
Fund Filter: 100

All amounts are in USD.

Description	Balance
Contributed Capital	7,130,788.00
Total Equity (Fund Balance)	**45,020,300.86**
Retained Earnings	(88,471.18)
Net Assets	**44,787,156.99**
Total Liabilities and Equity	**52,476,480.75**

Port of Newport

General Operating Funds
All Departments

Period: 07/01/22..07/31/22

MBROW

Port of Newport

Fiscal Start Date: 07/01/22
G/L Budget Filter: FY2023, Fund Filter: 100
All amounts are in USD.

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	75,523	65,250	10,273
Moorage	296,796	229,099	67,697
Services	35,659	84,057.	(48,398)
RV Park Space Rentals	279,535	215,650	63,886
Fees	46,431	18,000	28,431
Property Tax Revenue			0
Discounts and Refunds			0
Miscellaneous Operating Revenue		8,725	(8,725)
Total Operating Revenue	**733,944**	**620,781**	**113,163**
OPERATING EXPENSES			
Personnel Services	180,090	216,072	35,982
Materials, Services	174,959	412,899	237,940
Total Operating Expenses	**355,049**	**628,971**	**273,922**
OPERATING INCOME (LOSS)	**378,895**	**(8,190)**	**387,085**
NON-OPERATING REVENUES			
Grants	0	89,148	(89,148)
Interest	928	208	720
Transfers In from Other Funds	0	197,363	(197,363)
Total Non-operating Revenues	**928**	**286,719**	**(285,791)**
NON-OPERATING EXPENSES			
Debt Service	7,848		(7,848)
Capital Outlays	101,027	200,388	99,361
Total Non-Operating Expenses	**108,875**	**200,388**	**91,513**
Non-Operating Income (Loss)	**(107,947)**	**86,331**	**(194,278)**
Net Income (Loss)	**270,948**	**78,141**	**192,807**

Port of Newport

Administrative
PRELIMINARY

Period: 07/01/22..07/31/22

MBROWN

Port of Newport

Fiscal Start Date: 07/01/22
Fund Filter: 100, Global Dimension 1 Filter: 100
All amounts are in USD.

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue		-	-
Fees		-	-
Property Tax Revenue		-	-
Miscellaneous Operating Revenue		333	(333)
Total Operating Revenue	-	333	(333)
OPERATING EXPENSES			
Personnel Services	20,870	82,033	(61,163)
Materials, Services	33,617	98,435	(64,818)
Total Operating Expenses	54,486	180,468	(125,982)
OPERATING INCOME (LOSS)	(54,486)	(180,135)	126,315
NON-OPERATING REVENUES			
Interest	928	208	720
Transfers In from Other Funds	-	197,363	197,363
Total Non-operating Revenues	928	197,571	198,499
NON-OPERATING EXPENSES			
Non-Operating Income (Loss)	928	(197,571)	198,499
Net Income (Loss)	(53,558)	(377,706)	324,814

Port of Newport

International Terminal
Preliminary

Period: 07/01/22..07/31/22

MBROWN

Port of Newport

Fiscal Start Date: 07/01/22
Fund Filter: 100, Global Dimension 1 Filter: 500
All amounts are in USD.

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	14,042	14,250	(208)
Moorage	3,698	19,310	(15,611)
Services	637	40,834	(40,196)
Miscellaneous Operating Revenue	271	150	121
Total Operating Revenue	**18,649**	**74,543**	**(55,894)**
OPERATING EXPENSES			
Personnel Services	4,722	21,727	(17,006)
Materials, Services	15,683	96,300	(80,616)
Total Operating Expenses	**20,405**	**118,027**	**(97,622)**
OPERATING INCOME (LOSS)	**(1,756)**	**(43,483)**	**41,728**
NON-OPERATING REVENUES			
NON-OPERATING EXPENSES			
Debt Service	5,105	0	5,105
Capital Outlays	0	2,469	(2,469)
Total Non-Operating Expenses	**5,105**	**2,469**	**2,636**
Non-Operating Income (Loss)	**(5,105)**	**(2,469)**	**(2,636)**
Net Income (Loss)	**(6,861)**	**(45,952)**	**39,091**

Port of Newport

Commercial Marina
Preliminary

Period: 07/01/22..07/31/22

MBROW

Port of Newport

Fiscal Start Date: 07/01/22
G/L Budget Filter: FY2023, Fund Filter: 100, Global Dimension 1 Filter: 300
All amounts are in USD.

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	22,000	12,500	9,500
Moorage	80,332	53,235	27,097
Services	35,022	40,673	(5,651)
Fees	1,208	-	1,208
Miscellaneous Operating Revenue	-	2,783	(2,783)
Total Operating Revenue	**138,562**	**109,191**	**29,371**
OPERATING EXPENSES			
Personnel Services	12,319	48,501	(36,182)
Materials, Services	34,600	128,167	(93,566)
Total Operating Expenses	**46,920**	**176,668**	**(129,748)**
OPERATING INCOME (LOSS)	**91,642**	**67,477**	**159,119**
NON-OPERATING REVENUES			
Grants	-	58,857	(58,857)
Total Non-operating Revenues	**-**	**58,857**	**(58,857)**
NON-OPERATING EXPENSES			
Debt Service	660	-	660
Capital Outlays	-	(202,857)	202,857
Total Non-Operating Expenses	**660**	**(202,857)**	**203,517**
Non-Operating Income (Loss)	**(660)**	**144,000**	**(262,374)**
Net Income (Loss)	**90,982**	**(211,477)**	**302,459**

Port of Newport

South Beach
Preliminary

Period: 07/01/22..07/31/22

Port of Newport

Fiscal Start Date: 07/01/22
G/L Budget Filter: FY2023, Fund Filter: 100, Global Dimension 1 Filter: 700
All amounts are in USD.

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	39,481	38,500	981
Moorage	212,766	156,555	56,211
Services	-	2,551	(2,551)
RV Park Space Rentals	279,535	215,649	63,886
Fees	45,223	18,000	27,223
Discounts and Refunds			-
Miscellaneous Operating Revenue		5,458	(5,458)
Total Operating Revenue	**577,005**	**436,713**	**140,292**
OPERATING EXPENSES			
Personnel Services	149,566	41,765	107,801
Materials, Services	240,229	89,998	150,231
Less Depreciation	(13,560)	-	(13,560)
Total Operating Expenses	**376,235**	**131,763**	**244,472**
OPERATING INCOME (LOSS)	**200,769**	**304,950**	**(104,181)**
NON-OPERATING REVENUES			
Grants	30,291	30,291	-
Gain/Loss on Sale of Assets	(1,943)	-	(1,943)
Total Non-operating Revenues	**28,348**	**30,291**	**(1,943)**
NON-OPERATING EXPENSES			
Debt Service	(2,678)	-	(2,678)
Capital Outlays	77,724	-	77,724
Total Non-Operating Expenses	**75,046**	**-**	**75,046**
Non-Operating Income (Loss)	**(46,498)**	**30,291**	**(76,989)**
Net Income (Loss)	154,072	335,241	(181,169

Period: 07/01/22..07/31/22

Port of Newport

NOAA Lease Revenue Fund
Preliminary Financials

Fiscal Start Date: 07/01/22
Fund Filter: 500

All amounts are in USD.

Description	Balance
Assets	
Current Assets	
Cash Deposits	2,497,823.60
Interfund Activity Receivable	14,350.23
Prepaid Expenses	106,554.17
Total Current Assets	**2,618,728.00**
TOTAL FIXED ASSETS	**21,495,154.58**
Deferred Outflows of Resources	(855,281.08)
TOTAL ASSETS	**24,969,163.66**
LIABILITIES	
Current Liabilities	
Accounts Payable	490,434.76
Interfund Activity Payable	159,992.76
Compensated Absences	11,558.75
Accrued Payroll Taxes	532.26
Retirement Withholdings Payable	1,369.28
Benefit Deductions Payable	(2,913.26)
Accrued Interest	189,240.00
Current Portion - Bonds Payable	1,350,000.00
Total Current Liabilities	**2,200,214.55**
Non-current Liabilities	
Long-term Debt	15,245,000.00
Less Current Portion - Long-term Debt	(2,670,000.00)
Bond Premiums	1,320,000.00
Total Non-current Liabilities	**13,895,000.00**
Deferred Inflows of Resources	11,565.00
Total Liabilities	**16,106,779.55**
Equity (Fund Balance)	
Restricted Fund Balance	(464,049.61)
Committed Fund Balance	2,657,770.61
Unrestricted Fund Balance	8,041,851.64
Total Equity (Fund Balance)	**10,235,572.64**
Retained Earnings	(1,373,188.53)
Net Assets	**8,862,384.11**
Total Liabilities and Equity	**24,969,163.66**

Period: 07/01/22..07/31/22

Port of Newport

Fiscal Start Date: 07/01/22
G/L Budget Filter: FY2023, Fund Filter: 500
All amounts are in USD.

Description	Actual	Budget	Variance
OPERATING REVENUE			
Lease Revenue	212,707	214,404.83	(1,697)
Total Operating Revenue	**212,707**	**214,404.83**	**(1,697)**
OPERATING EXPENSES			
Personnel Services	10,555	18,205.75	(7,651)
Materials, Services	13,300	31,179.03	(17,879)
Total Operating Expenses	**23,855**	**49,384.78**	**(25,530)**
OPERATING INCOME (LOSS)	**188,852**	**165,020.05**	**23,832**
NON-OPERATING REVENUES			
Interest	1,141	500.00	641
Total Non-operating Revenues	**1,141**	**500.00**	**641**
NON-OPERATING EXPENSES			
Debt Service	1,563,181	0.00	1,563,181
Total Non-Operating Expenses	**1,563,181**	**0.00**	**1,563,181**
Non-Operating Income (Loss)	**(1,562,041)**	**500.00**	**(1,562,541)**
Net Income (Loss)	**(1,373,189)**	**165,520.05**	**(1,538,709)**
Non Budget Expenditures			
Overhead Cost Allocation	0	0.00	0
Depreciation	0	0.00	0

Port of Newport
Accounts Paid Report
General Operating Fund
September 1 through September 30, 2022

Check Date	Check No.	Vendor	Amount
9/1/2022	EFT	First Interstate Bank MC	5,105.31
9/1/2022	10342	Business Oregon - IFA	2,083.33
9/1/2022	10343	Chemsearch	202.95
9/1/2022	10344	City of Newport Room Tax	16,243.51
9/1/2022	10345	Coastal Paper & Supply Inc	690.22
9/1/2022	10346	Englund Marine Supply Co Inc	24.10
9/1/2022	10347	Ground FX Landscape Management LLC	2,190.00
9/1/2022	10348	Hyak	5,042.00
9/1/2022	10349	IconiPro Security Alarms Inc	215.31
9/1/2022	10350	Integrity Data	1,073.00
9/1/2022	10351	Mobile Modular	380.00
9/1/2022	10352	OR Dept of State Lands	885.00
9/1/2022	10353	Pacific Habitat Services Inc	8,855.01
9/1/2022	10354	Pacific Source Administrators Inc	135.00
9/1/2022	10355	Pioneer Connect	450.52
9/1/2022	10356	Rondys Inc dba Yaquina Industrial Park	2,000.00
9/1/2022	10357	Sherwin-Williams	753.64
9/1/2022	10358	T & L Septic & Chemical Toilet Service	1,380.00
9/1/2022	10359	TCB Security Services Inc.	12,309.00
9/1/2022	10360	Valley Fire Control Inc	2,648.00
9/1/2022	10361	Baldwin General Contracting, Inc	203,701.46
9/1/2022	10362	Richard Petrein	65.37
9/1/2022	10363	American Bankers Insurance Company of Florida	2,008.00
9/2/2022	Direct Deposit	Payroll Disbursement	345.52
9/2/2022	Direct Deposit	Payroll Disbursement	3,677.39
9/2/2022	Direct Deposit	Payroll Disbursement	2,038.23
9/2/2022	Direct Deposit	Payroll Disbursement	3,189.10
9/2/2022	Direct Deposit	Payroll Disbursement	1,780.11
9/2/2022	Direct Deposit	Payroll Disbursement	1,445.42
9/2/2022	Direct Deposit	Payroll Disbursement	2,256.38
9/2/2022	Direct Deposit	Payroll Disbursement	2,111.02
9/2/2022	Direct Deposit	Payroll Disbursement	1,978.16
9/2/2022	Direct Deposit	Payroll Disbursement	1,508.40
9/2/2022	Direct Deposit	Payroll Disbursement	4,109.28
9/2/2022	Direct Deposit	Payroll Disbursement	2,134.13
9/2/2022	Direct Deposit	Payroll Disbursement	2,045.90
9/2/2022	Direct Deposit	Payroll Disbursement	1,543.03
9/2/2022	Direct Deposit	Payroll Disbursement	1,952.78
9/2/2022	Direct Deposit	Payroll Disbursement	1,883.96
9/2/2022	Direct Deposit	Payroll Disbursement	20.00
9/2/2022	Direct Deposit	Payroll Disbursement	2,092.75

Port of Newport
Accounts Paid Report
General Operating Fund
September 1 through September 30, 2022

Check Date	Check No.	Vendor	Amount
9/2/2022	Direct Deposit	Payroll Disbursement	1,546.59
9/2/2022	Direct Deposit	Payroll Disbursement	829.34
9/2/2022	10336	Payroll Disbursement	1,494.37
9/2/2022	10337	Payroll Disbursement	1,590.78
9/2/2022	10338	Payroll Disbursement	1,561.87
9/2/2022	10339	Payroll Disbursement	1,613.60
9/2/2022	EFT	VOYA-OREGON SAVINGS GROWTH PLAN	630.00
9/6/2022	EFT	Washington State Support Registry	200.00
9/8/2022	EFT	Windcave	926.48
9/8/2022	10364-10444	Void	-
9/8/2022	10445	Advanced Remediation Technologies Inc	480.00
9/8/2022	10446	Amazon Capital Services Inc	69.95
9/8/2022	10447	Baldwin General Contracting, Inc	145,407.90
9/8/2022	10448	Barrelhead Supply Inc	451.95
9/8/2022	10449	Bay Area Enterprises Inc	15,704.24
9/8/2022	10450	Carson Oil Co Inc	227.32
9/8/2022	10451	Carver Inc	141.08
9/8/2022	10452	Central Coast Excavating Inc	1,400.00
9/8/2022	10453	Clean Way Environmental Partners Inc	501.04
9/8/2022	10454	Dept of Administrative Services	500.00
9/8/2022	10455	Ecolube Recovery LLC	35.10
9/8/2022	10456	Englund Marine Supply Co Inc	483.98
9/8/2022	10457	Harvey's Lock & Key Service	107.85
9/8/2022	10458	Industrial Welding Supply, Inc.	159.41
9/8/2022	10459	Lincoln County Public Works	227.54
9/8/2022	10460	MacPherson, Gintner & Diaz	3,450.00
9/8/2022	10461	Employee Expense Reimbursement	159.04
9/8/2022	10462	Newport Ace Hardware Inc	36.99
9/8/2022	10463	Ocean Current Electrical	150.00
9/8/2022	10464	OR Dept of State Lands	38,285.59
9/8/2022	10465	Oregon Fishmongers	235.00
9/8/2022	10466	Orkin	228.33
9/8/2022	10467	Pacific Digital Works Inc	636.00
9/8/2022	10468	Quadient Finance USA Inc	401.45
9/8/2022	10469	Sherwin-Williams	862.11
9/8/2022	10470	Dahl Disposal	176.90
9/8/2022	10471	Special Districts Insurance Services	22,801.97
9/8/2022	10472	Spiro Landscapes Inc	1,450.00
9/8/2022	10473	Summit Public Relations Strat LLC	1,143.75
9/8/2022	10474	Thompson's Sanitary Service Inc	5,329.86
9/8/2022	10475	TWGW Inc NAPA Auto Parts	19.98

Port of Newport
Accounts Paid Report
General Operating Fund
September 1 through September 30, 2022

Check Date	Check No.	Vendor	Amount
9/8/2022	10476	Ultrex	51.91
9/8/2022	10477	Yaquina Boat Equipment Inc	8,890.86
9/9/2022	EFT	Direct TV	798.06
9/13/2022	10478	OR Cascades West Council of Gov'ts	4,419.30
9/13/2022	10479	Newport Fishermen's Wives	5,000.00
9/14/2022	EFT	Direct TV	441.48
9/15/2022	EFT	City of Newport Water	17,351.80
9/16/2022	10480-10492	Void	-
9/16/2022	10493	Alsco Inc	98.85
9/16/2022	10494	Amazon Capital Services Inc	1,671.64
9/16/2022	10495	Association of Pacific Ports	3,085.00
9/16/2022	10496	Century Link	41.21
9/16/2022	10497	Clean Way Environmental Partners Inc	4,210.32
9/16/2022	10498	Englund Marine Supply Co Inc	109.19
9/16/2022	10499	Ground FX Landscape Management LLC	345.00
9/16/2022	10500	Hyak	5,919.91
9/16/2022	10501	KOPIS	6,727.50
9/16/2022	10502	MC Dean Inc	3,600.00
9/16/2022	10503	Spiro Landscapes Inc	1,450.00
9/16/2022	10504	Wells Fargo Financial Leasing	283.00
9/16/2022	10505	Employee Expense Reimbursement	150.00
9/19/2022	EFT	Central Lincoln PUD	17,652.49
9/19/2022	EFT	Central Lincoln PUD	68.38
9/20/2022	Direct Deposit	Payroll Disbursement	1,499.14
9/20/2022	Direct Deposit	Payroll Disbursement	1,588.26
9/20/2022	Direct Deposit	Payroll Disbursement	1,993.64
9/20/2022	Direct Deposit	Payroll Disbursement	91.15
9/20/2022	Direct Deposit	Payroll Disbursement	20.00
9/20/2022	Direct Deposit	Payroll Disbursement	2,092.75
9/20/2022	Direct Deposit	Payroll Disbursement	1,749.45
9/20/2022	Direct Deposit	Payroll Disbursement	1,919.94
9/20/2022	Direct Deposit	Payroll Disbursement	1,691.76
9/20/2022	Direct Deposit	Payroll Disbursement	1,884.79
9/20/2022	Direct Deposit	Payroll Disbursement	2,134.12
9/20/2022	Direct Deposit	Payroll Disbursement	4,196.98
9/20/2022	Direct Deposit	Payroll Disbursement	1,647.79
9/20/2022	Direct Deposit	Payroll Disbursement	1,424.66
9/20/2022	Direct Deposit	Payroll Disbursement	2,111.03
9/20/2022	Direct Deposit	Payroll Disbursement	2,256.38
9/20/2022	Direct Deposit	Payroll Disbursement	1,314.49
9/20/2022	Direct Deposit	Payroll Disbursement	1,661.67

Port of Newport
Accounts Paid Report
General Operating Fund
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Check Date	Check No.	Vendor	Amount
9/20/2022	Direct Deposit	Payroll Disbursement	3,189.11
9/20/2022	Direct Deposit	Payroll Disbursement	2,103.29
9/20/2022	Direct Deposit	Payroll Disbursement	3,677.40
9/20/2022	10506	Payroll Disbursement	1,547.71
9/20/2022	10507	Payroll Disbursement	1,590.77
9/20/2022	10508	Payroll Disbursement	1,353.38
9/20/2022	10509	Payroll Disbursement	1,675.41
9/21/2022	EFT	VOYA-OREGON SAVINGS GROWTH PLAN	630.00
9/21/2022	EFT	Washington State Support Registry	200.00
9/23/2022	10510-10524	Void	-
9/23/2022	10525	AKS Engineering & Forestry, LLC	2,000.00
9/23/2022	10526	Alliance Consulting Engineers	20,226.80
9/23/2022	10527	Amazon Capital Services Inc	632.03
9/23/2022	10528	Business Oregon - IFA	2,083.33
9/23/2022	10529	Century Link	41.21
9/23/2022	10530	Coastal Refrigeration Heating & AC LLC	2,185.00
9/23/2022	10531	First Interstate Bank MC	1,782.30
9/23/2022	10532	Hyak	207.00
9/23/2022	10533	Employee Expense Reimbursement	150.00
9/23/2022	10534	MASA	98.00
9/23/2022	10535	Mobile Modular	1,200.00
9/23/2022	10536	PBS Engineering and Environmental Inc.	145.00
9/23/2022	10537	Sierra Springs	50.64
9/23/2022	10538	TWGW Inc NAPA Auto Parts	25.99
9/23/2022	10539	Western Pacific Crane & Equipment LLC	156.45
9/23/2022	10540	OR Dept of State Lands	885.00
9/29/2022	EFT	ADP, Inc.	159.02
9/29/2022	EFT	OR Dept of Revenue-Employee Garnishment Pmts	599.52
9/29/2022	EFT	OR Dept of Revenue-Employee Garnishment Pmts	599.52
9/29/2022	EFT	OR Dept of Revenue-Employee Garnishment Pmts	599.53
9/29/2022	EFT	OR Dept of Revenue-Employee Garnishment Pmts	50.00
9/29/2022	EFT	OR Dept of Revenue-Employee Garnishment Pmts	50.00
9/29/2022	EFT	OR Dept of Revenue-Employee Garnishment Pmts	50.00
9/29/2022	10541-10561	Void	-
9/29/2022	10562	Amazon Capital Services Inc	499.62
9/29/2022	10563	Arxcis, Inc.	3,440.00
9/29/2022	10564	Barrelhead Supply Inc	206.77
9/29/2022	10565	Central Coast Excavating Inc	2,225.00
9/29/2022	10566	Chemsearch	165.90
9/29/2022	10567	City of Newport Room Tax	9,566.27
9/29/2022	10568	Coastal Refrigeration Heating & AC LLC	120.00

Port of Newport
Accounts Paid Report
General Operating Fund
September 1 through September 30, 2022

Check Date	Check No.	Vendor	Amount
9/29/2022	10569	Dahl Disposal	163.85
9/29/2022	10570	Englund Marine Supply Co Inc	479.90
9/29/2022	10571	Harvey's Lock & Key Service	98.85
9/29/2022	10572	Idea Print Works	627.40
9/29/2022	10573	Mobile Modular	380.00
9/29/2022	10574	NW Natural	171.47
9/29/2022	10575	Bio-Med Testing Services Inc	127.00
9/29/2022	10576	Pacific Coast Lock & Safe LLC	125.00
9/29/2022	10577	Pacific Habitat Services Inc	5,222.75
9/29/2022	10578	PBS Engineering and Environmental Inc.	14,271.01
9/29/2022	10579	T & L Septic & Chemical Toilet Service	1,340.00
9/29/2022	10580	Verizon Wireless	563.18
9/29/2022	10581	Carlson Testing	1,447.00
9/29/2022	10582	Alsco Inc	32.95
9/30/2022	10583	Platt Electric Supply Inc	644.80

Port of Newport
Accounts Paid Report
NOAA Lease Revenue Fund
September 1 through September 30, 2022

Check Date	Check No.	Vendor	Amount
9/28/2022	EFT	Central Lincoln PUD	434.22

OLD BUSINESS

DATE: **October 22, 2022**

RE: **Port Dock 7 Replacement Planning**

TO: **Paula Miranda, General Manager**

ISSUED BY: **Aaron Bretz, Director of Operations**

BACKGROUND

At the beginning of the fiscal year, we initiated a qualification based selection process for the planning and permitting of a new Port Dock 7. After months of communicating with interested engineering firms and taking proposals from three, the collective scoring of the five-person selection team placed DOWL Engineers at the top of the list for qualified proposals.

DETAIL

DOWL assembled a team that includes multiple firms with expertise in projects around Yaquina Bay, including Pacific Habitat Services, GRI, and HDR. Their approach stood out with the proper level of detail mixed with concept development and communications that we believe will reduce risk for the Port to encounter unexpected and costly changes later in the planning process.

We budgeted for this level of planning this year, and although we took longer than I initially thought we would in the selection process, we can still get the permits in motion and get our planning efforts to the 30-60% mark, which will make the effort of identifying funding exponentially easier.

I wish to thank all the firms that committed resources to submitting proposals for their time and attention to detail. We fielded some very well thought out proposals and had some very enlightening conversations with engineers and permitting specialists about their ideas on the Port Dock 7 replacement project.

RECOMMENDATION

MOTION TO AUTHORIZE THE GM OR HER REPRESENTATIVE TO CONTRACT WITH DOWL ENGINEERS FOR PERMIT PLANS AND ALTERNATIVE ANALYSIS FOR THE PORT DOCK 7 REPLACEMENT PROJECT IN AN AMOUNT NTE $300,000 WHICH INCLUDES CONTINGENCY.

DOWL

September 29, 2022

Aaron Bretz, Director of Operations
Port of Newport
600 SE Bay Boulevard
Newport, OR 97365

Subject: Port Dock 7 Replacement Design, Permitting, Mitigation Planning and Project Management
Request for Proposals

Dear Aaron and Members of the Selection Committee:

The mission of the Port of Newport (Port), which is home to the largest commercial fishing fleet in Oregon, is to build and maintain waterfront facilities that drive economic development in Yaquina Bay. Port Dock 7 (PD7), a vintage timber structure, is a critical piece of the Port's infrastructure. PD7 is deteriorating and needs to be replaced. The replacement dock is expected to increase the available moorage space by more than 40% and will better serve a changing fishing fleet that includes larger vessels. This project will also improve the South Beach Fishing Pier, which has not been updated since 1978, and breakwater. The improvements will provide safer public access for recreational fishing. We understand that the first phase of this project will include stakeholder outreach, preliminary design, and environmental permitting as the primary goals. We have developed our overall approach to work efficiently towards establishing project needs and developing preliminary design documents.

If chosen for the project, the DOWL team will leverage a combination of experience and innovation to provide solutions that best meet the future needs of the Port. DOWL has been proudly serving Oregon coastal communities since 1966, providing a full range of civil and structural engineering, as well as planning and environmental services. Specifically, we recently worked closely with the Port on your Port Dock 5 (PD5) project, which was a resounding success. To address the needs of PD7, we have assembled the same team who worked together on PD5, as well as added subject matter experts for the additional features required by this project. On the PD5 project, we experienced and applauded the Port's willingness to aggressively pursue funding opportunities and push project schedules to provide Port users with safe and reliable infrastructure. On the upcoming PD7 project, we are equally committed to working with the Port to quickly and accurately identify project impacts and costs so that permits and funding can be secured before PD7 further deteriorates.

We look forward to the opportunity to be of service to you. I will serve as your project manager (PM) and primary point of contact for the consultant selection process, as well as the project, should we be selected. Please do not hesitate to contact me at the email or phone number included below if you have any questions or need further information regarding our qualifications. I am authorized to represent DOWL in any resulting contract negotiations.

Sincerely,

DOWL

Nick Robertson, PE, SE
Senior Project Manager
503.620.6103 | nrobertson@dowl.com

1. APPROACH TO THE DESIGN PROCESS OF COMMERCIAL FLOATING DOCKS

PD7 is currently comprised of 6-foot-wide creosote wood floats that were originally constructed in 1971. Since the original construction, little about the dock has changed other than a reduction of moorage space as a result of portions of the dock that were lost to disrepair. The goal of this project is to redesign PD7 and modernize it to better serve an evolving and growing fishing fleet. DOWL's team, which is comprised of key subconsultants including HDR, Pacific Habitat Services (PHS), and Geotechnical Resources Inc. (GRI), provides a combination of local knowledge and national expertise to help the Port successfully execute the design and construction of the new PD7 commercial floating docks.

Our team's technical approach to the re-design of the commercial floating docks at PD7 is structured and straightforward. First, it is necessary to confirm baseline conditions by conducting and/or reviewing relevant site surveys (hydrographic, topographic, marine resources, etc.) and existing structures condition reports. We will compile this information with the public outreach findings (discussed later in the proposal) to develop a Basis of Design (BOD) report that will serve as the guiding document for development of the new PD7 facility. One lesson learned from the Port Dock 5 project is that during the development of the BOD report we will also summarize design loads and performance criteria and reach out to float manufacturers to confirm that they are able to accommodate any unusual loading scenarios.

Along with the BOD, we will develop the sequence and timing of planning, permitting, design, and construction. This will initially be based on the current project scope, which we understand generally includes the following elements:

- New commercial fishing docks at PD7:
  - Floating docks for improved access through various tide cycles
  - 41% increase in linear moorage space (a total of 7,460 linear feet is proposed)
  - Two 360-foot side-tie docks for moorage of vessels >80 feet in length
  - 60-foot slips provide assigned moorage for vessels up to 70 feet in length
  - Ample space for vessels less than 50 feet in length
- Dredge berths to accommodate modern, deep-draft fishing vessels
  - 20-foot channel as part of US Army Corps of Engineers (USACE) Continuing Authorities Program (CAP) Section 107
- Improved marina amenities:
  - New 50-amp electrical service and bilge pump-out stations
  - New restrooms, showers, and laundry facilities

As we work through the planning of the new PD7, common issues are likely to arise, and our team has encountered a number of these on previous marina designs. These challenges and potential approaches to resolution are described below.

Design Constraints

Each project is unique and requires a specific set of design guidelines or codes that must be followed to achieve appropriate delivery and performance for the end user. However, design codes and references do not provide all the guidance or project parameters necessary for developing the best possible solution. Identifying these parameters in the early stages of the project helps to provide efficient delivery of appropriate, cost-effective alternatives.

One of the key steps for the PD7 project will be pre-design concept work that includes a comprehensive understanding of permitting and stakeholder needs and perspectives, from project inception through closeout. For example, during the initial planning and programming phase of HDR's ***Slip 1 Expansion Project*** for Port Everglades, we held a series of workshops with the Harbor Pilots to identify specific vessel and tug operating parameters that both the final design and construction implementation phases would need to accommodate. These parameters were project-specific and not outlined in any building code or industry design guideline but would have certainly had a dramatic effect on cost and schedule were they not identified up front.

This approach will be applied on the PD7 project, specifically for the new commercial docks and proposed navigation corridor, to confirm safe mooring and navigation requirements are provided with the new dock system(s). A primary objective of the PD7 redevelopment is providing a marina that suits the make-up of the current fishing fleet and provides flexibility to adapt to future changes. The commercial fishing vessels that comprise today's fleet are generally larger than those for which the original facility was designed to accommodate, creating a need to not only replace the failed infrastructure, but update it to meet the demands of the modern fleet. This trend is borne out by the shift in moorage revenue at the Port, where most of the revenue now comes from vessels over 50 feet as compared to vessels under 50 feet.

Already over capacity, there is an opportunity to attract further business to the Port by increasing the available moorage within the same basic footprint of the existing marina. The conceptual layout for the new PD7 contained in the RFP provides a substantial increase in available moorage and will be evaluated to determine if there are ways to further optimize the layout without sacrificing safety. Analyzing the existing vessel mix, estimating additional permanent and transient users, and soliciting input from the commercial fishermen who use the facility will guide us to the best solution.

Additional issues that will be considered in the planning and design process for PD7 include:

- Commercial fishing docks design features:
  - Asymmetric slip configuration with dock finger/cleats on only one side of vessel saves space and allows for multiple vessel configurations.
  - Use of robust building materials (e.g., concrete docks) that resist the day-to-day commercial usage.
  - Include multiple cleat configurations in larger slips to allow the flexibility to accommodate smaller vessels.
  - Push piles away from fingers and toward main docks to eliminate ship/shore conflicts.
  - Increased pile lengths to accommodate sea level rise.
- Review and assess climate change hazards for impacts on design: sea level rise, increased tidal range, and riverine discharge.
- Staged approach to infrastructure adaptation over the next 50 years, identifying short- and long-term design considerations that will accommodate future trends, both in terms of climate and commercial usage. Focus on cost reduction.

Our coastal engineering team has valuable experience modeling the impacts of sea level rise and tsunamis, evaluating the resultant potential hazards to infrastructure and communities, and developing plans to mitigate those impacts. The recently completed ***Crescent City Harbor Tsunami*** and ***Sea Level Rise Hazard Assessment*** for the California Office of Emergency Services provided guidance to harbor engineers and managers on how to address harbor improvements.

Understanding the needs of today's users and anticipating how the industry may evolve will be central to delivering a highly successful facility for today and tomorrow.

Budgets and Project Funding Opportunities

Our team has a strong track record of developing accurate and reliable opinions of probable construction costs. From the outset, our approach will be to help the Port validate any existing estimates and/or develop new ones as required to flesh out a full project budget. Once a budget has been established, we will design the project to that budget and communicate clearly when project circumstances threaten an overrun. Public agencies across the nation are, almost without exception, under continual scrutiny for how they handle the funds they are entrusted with. When cost overruns and blown budgets occur, nobody wins; therefore, having an estimate you can rely on is of utmost importance.

Our team has a track record for collaboratively working with port and municipal clients to complete similar projects. For example, HDR has a longstanding partnership with the City of Jacksonville, and they have helped them successfully deliver numerous dock projects over the years (***Exchange Island Floating Dock; Southbank Riverwalk Kayak Launch; Riverfront Fishing Pier; Mandarin Park Kayak Launch***). HDR has used a similar big-picture planning process with large port agencies such as the Panama Canal Authority, JaxPort, Port of New York and New Jersey, Massport, Port of Long Beach, City of Leesburg, Port of Vancouver, Port of Houston, and Port of Portland, amongst many others.

HDR's national expertise will be combined with DOWL's local experience working with communities and contractors all along the Oregon Coast. With a large local footprint, our team has access to a wide variety of recent bid tabs and understands local contractor capabilities to develop constructable solutions and accurate cost estimates.

HDR provided design, permitting, and construction services for a new 60-foot by 8-foot floating dock and associated access on Exchange Island near downtown Jacksonville, Florida.

HDR provided design, permitting, and construction services for the Southbank Kayak Launch in Jacksonville, Florida, which optimized user accessibility features.

DOWL worked closely with the Port of Siuslaw to develop project goals and conceptual designs for floating dock facilities that equally serve both the commercial fishermen and recreational users.

2. APPROACH TO DESIGNING PUBLIC RECREATIONAL ACCESS FOR DIVERSE USERS

Our team's approach to the design of public recreational access areas for diverse users is similar to how we plan to approach the new commercial fishing docks at PD7. The first step is to confirm baseline conditions by conducting/reviewing the required surveys and inspecting/assessing the existing structures.

Once we have obtained basic site information, we will conduct public outreach meetings to understand the various user groups and their respective wants and needs. We will compile information from the site surveys and public meetings into an operational assessment to outline performance requirements for the new breakwater cap and fishing pier.

The existing fishing pier is a popular tourist destination along the coast and is a highly productive public crabbing and fishing location. The pier has reached the end of its useful life. Our team recognizes that the redevelopment of this site provides ample opportunities to further enhance public benefit and unlock new grant funding opportunities for the entire PD7 project.

We understand the project scope generally includes the following:

- Modifications to the existing breakwater and construction of a new public fishing pier:
  - New steel pipe pilings and removal of existing creosote piling
  - Reduction of ~75 piling and an over-water footprint by 55%
  - Improved Americans with Disabilities Act (ADA) accessibility and fishable area of the public pier
  - Option to extend fishing pier in the future if Port desires

Additional features that can be considered in the planning and design of the recreational fishing pier include:

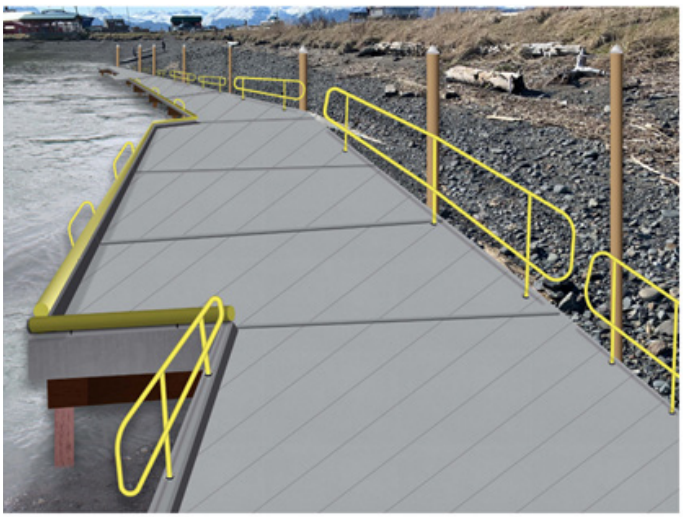
- Inclusion of sitting areas that allow for the mobility-impaired to sit and rest.
- Lower areas in railing that allow wheelchair users to see the bay and cast fishing lines from the pier deck.
- Selection of roller/wheel-friendly building materials, especially for the pier deck. Wheelchair wheels can get stuck between wood planks.
- Inclusion of signage that discusses the local marine biology/commercial catch as an education point for children and local populations. We could potentially partner with Oregon State University's (OSU) Hatfield Marine Science Center and/or Oregon State Aquarium.

Issues commonly arise on similar marine/coastal engineering-related projects, many of which we have encountered before. Below is a listing of some common issues along with our proposed approach for resolution.

Design Constraints

As mentioned previously, each project requires a specific set of design guidelines or codes that must be followed to confirm appropriate delivery and performance for the end user. Identifying these parameters in the early stages of the project helps to provide efficient delivery of appropriate, cost-effective solutions. One of the keys is pre-design concept work that includes a comprehensive understanding of permitting and stakeholder needs and perspectives (which is described in detail in Section 5) from the beginning through project closeout.

For example, on the ***Homer Lagoon ADA Ramp Access*** for the City of Homer, our team identified all the potential user groups during the alternatives development for the project, which included user surveys to understand operating parameters. Our efforts to solicit public input and then focus on function, maintenance, and cost resulted in a set of alternatives that will meet the needs of the community.



Homer Lagoon ADA Ramp Access, City of Homer

Budgets

Our team provides a complete suite of services for marine/coastal engineering-related projects. Our knowledge and experience planning for similar projects, such as docks, marinas, piers, wharves, and viewing platforms, gives us the advantage of understanding the complexities and operational requirements of each facility and of developing carefully planned, well-designed infrastructure that maximizes sustainability and user experience.

One important way our team will help reduce costs during the preliminary design phase is by limiting the need for geotechnical exporations. As part of our preparation for this proposal, our team tracked down the original as-construct plans for the Yaquina Bay Bridge. These plans contain valuable foundation information that will allow our team to complete preliminary design of the fishing pier without needing to conduct in-water drilling, which is both time-consuming (aquiring permits) and expensive (barges and drill rigs).

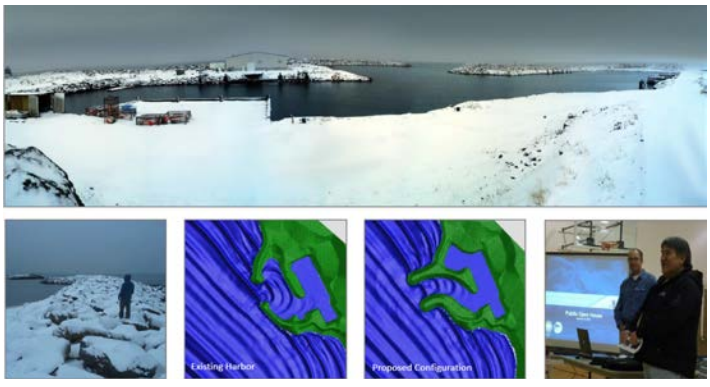
3. APPROACH TO DESIGNING RIPRAP PROJECTS AND IMPROVEMENTS

A key element of the redevelopment of the public fishing pier is design of a concrete cap to join the new fishing pier with the segments of the existing rocky breakwater in Yaquina Bay. The jetty is a critical structure that provides wave protection and creates the calm climate that allows safe navigation and moorage for the adjacent Port of Newport Marina – South Beach. Recognizing this, the design will minimize impacts to the breakwater and will not alter its primary function. Any planned work to this facility will require coordination with the USACE under section 408, which is described in more detail in Section 6 of this proposal.

Smart pier design will facilitate waterside access for a diverse set of users. The cap will complete the walking loop and be a standalone feature for those who enjoy Newport's stunning views and historic waterfront. A concrete cap will also support ADA compliance and provide easier access for the recreational fishing community, as well as young families with strollers and children.

During the preliminary design phase, our team, led by our landscape architect Cameron McCarthy, will develop concepts for the breakwater improvements that minimize impacts to the structure while providing both functional and visual improvements that connect the public to the new fishing pier. HDR's coastal engingeering team will provide the design of any breakwater modifications needed to construct the surface improvements. HDR has relevant experience in repairs and modifications of similar structures. For the ***St. George Breakwater Repair*** in St. George, Alaska, HDR provided design services for repairs and improvements to the existing rock breakwater. This project included a detailed wave analysis and environmental loading scenarios to analyze multiple repair options that would satisfy USACE design requirements and review.

Secondary design or mitigation features could include the use of nature-based shore/scour protection, such as rocky outcrops and oyster reefs, designed to maximize benthic habitat. The benthic habitat will draw fish and crab to the pier, helping every community member access one of Oregon's premier fisheries. This approach would not result in significant cost increase but does require a holistic approach to community-based design practices.



St. George Breakwater and Dredging Improvements project

4. APPROACH TO PLANNING CONSTRUCTION WHILE ALLOWING CONTINUOUS, PARTIAL OPERATIONS

DOWL and HDR have extensive experience planning and implementing phased construction for large-scale projects in active environments. On this project, our experience gained working on Port Dock 5 and in conducting a recent condition assessment of PD7 have given our team valuable insight into the existing condition of port infrastructure. Like we did on Port Dock 5, during preliminary design we will identify ways to maintain construction access to the fishing fleet and minimize interference to the many small businesses that depend on reliable access to their boats. Providing necessary access will require both proactive and accurate communication about construction impacts and careful planning to use all of the Port's available infrastructure, including the International Terminal, Port Dock 5, the Embarcadeo Marina, the South Beach Marina, and phased deconstruction of PD7.

Understanding the challenges specific to performing construction while maintaining operations allows us to develop effective construction approaches and phasing plans to accommodate necessary construction activities with minimal disruption to ongoing marina activities. This includes providing safe vessel access to and from navigation channels; maintaining sufficient slip space for berthing of vessels; identification and preparation of transitional berthing space as needed; maintaining access to mooring cleats, power, water, and other amenities; phasing and coordination of utility outages and tie-ins to minimize downtime; and coordination of contractor laydown areas and safe travel routes for material deliveries and construction personnel within and around the marina.

The planning for the widening of ***Slip 1 at Port Everglades*** and the associated redevelopment of the landside infrastructure was extremely complex, involving more than a dozen stakeholders. This facility is a vital link in supplying all of south Florida with gasoline and aviation fuel, and delivery of those products could not be interrupted. Through study of vessel calls and berth utilization, assessment of limited alternative offloading sites and potential construction phasing, close coordination with environmental regulatory agencies, and extensive coordination with the Port and affected stakeholders, we devised a solution that maintains uninterrupted flow of product and satisfies all parties.

Slip 1 Expansion at Port Everglades, Ft. Lauderdale, FL

Planning for the redevelopment of PD7 will require the same type of innovative thinking to successfully build a new marina around an operating commercial fishing fleet. To keep the fleet active and protect the income of those that rely on it, as well as maintaining the revenue of the Port, carefully phased construction will be imperative. The final phasing plan will be the result of:

- Thoughtful consideration of the needs of the fishing community.
- An understanding of navigation and mooring requirements.
- Identifying potential constraints and restrictions due to permitting, logistics, etc.
- Consideration of a procurement strategy that will result in the shortest possible construction schedule.
- Engagement of marine contractors to solicit additional expertise on construction methodologies and efficiencies, equipment limitations, potential material procurement issues, etc.
- Open and regular communication throughout planning, design, and construction.

Together, we will develop the optimal phasing approach to minimize impacts to the commercial fishermen whose livelihoods depend on use of the facility while allowing the contractor to work in as efficient a manner as possible.

5. METHOD FOR INTEGRATING PUBLIC INPUT INTO AN AFFORDABLE AND FUNCTIONAL DESIGN

DOWL regularly gathers and incorporates input from stakeholders and end users to arrive at designs that are widely accepted and celebrated, and this project is no different. We understand that timely, clear, honest, and effective communication is required to gain public and stakeholder confidence and participation in the project.

Our public involvement (PI) efforts will be led by PM Nick Robertson. Nick will be our primary representative at stakeholder meetings and presentations. He is able to break down complex technical details in a way that is engaging and easy to understand. PI and Communications Specialist Trissa Kelley will craft accessible project messaging, including providing a PI "toolbox" at key project milestones that the Port and project team members can draw from to relay consistent, accurate information to all stakeholders and user groups. This toolbox will contain key messaging summaries about the project, content for social media posts, project graphics, and other information that will help the Port communicate with both port users and the general public. Trissa will also provide grant writing support services, as needed. Zach Rix will support our PI team by developing graphics that help accurately communicate design intent, generate project excitement, and aid in securing project funding.

Our method for integrating public input into a functional design for PD7 will start by engaging the Commercial Fishing Users Group Committee to better understand their needs and concerns. We will use the information gathered at that meeting to inform our concept design, as well as present our findings and recommendations at a Port Commission Meeting early in the design process. These two key initial interactions will confirm the need for additional focused group sessions. By engaging these groups early in the design process, DOWL will be able to assign relative importance to various project goals, and be able to gather input for use as we develop a project that best meets the future needs of the Port.

Other key features of our methods for incorporating input into an affordable and functional design include:

- ***Keeping stakeholders informed***, listen to and acknowledge their concerns, and provide feedback on how their input has influenced the plan.
- ***Recognizing the value of participants' time***. DOWL will make it convenient for user groups to participate. In addition to gathering input through focused work sessions, DOWL will also seek opportunities for one-on-one conversations and provide other convenient methods of soliciting design feedback. During the Port Dock 5 project, DOWL was able to selectively meet with individual fishermen on their boats to better understand their fishing operations and project needs.
- ***Clearly communicating the schedule, significant milestones, and upcoming steps in the process*** – and how they can stay in touch with developments in the process. Our PI toolbox will be updated at each project milestone to confirm we're providing the most accurate and up-to-date information across all communication platforms.

DOWL has worked closely with our clients and respective user groups to accommodate requests and gain stakeholder support on several recent coastal projects, including the ***Port Dock 5*** for the Port of Newport, ***North Bend Waterfront*** for the City of North Bend, and the ***Port of Port Orford Master Plan***.

On the Port Dock 5 project, many compromises needed to be made to accommodate the available project funding. Key issues like improving pedestrian safety, and providing continuous access during construction were able to be met, but other project goals, like providing two-way traffic and vehicle turnarounds at the the end of the dock, were only partially implemented by designing the foundation systems to accommodate a future widening. DOWL's PI efforts helped the design to address the most critical issues for project success.

The DOWL team supported PI activities on the Port Dock 5 project. The Port assembled a stakeholder group, including Port personnel, commercial vessel operators, and local business people, to review and provide feedback on DOWL's study. Stakeholder feedback was incorporated into the final design.

6. APPROACH TO LIAISING WITH USACE

The South Beach Breakwater is managed by the USACE's 408 Program. The 408 Program allows another party, such as the Port of Newport, to alter a civil works project, though permission from USACE must first be obtained. PHS has worked on numerous projects requiring Section 408 approval and they have a good relationship with the Program staff. John van Staveren worked closely with the Section 408 staff in Portland to approve maintenance of 27 miles of levees for the Multnomah County Drainage District. John is currently working with the 408 staff on a project for the City of Eugene and will soon be working to gain Section 408 approval at the Lewis and Clark National Historic Park in Clatsop County.

During this project, John van Staveren will lead the USACE liaising with support from Nick Robertson and DOWL's permitting staff. The project team will begin liaison efforts based on the sketches provided by Cameron McCarthy for the Kaizen presentation to help determine how to provide ADA access along the top of the breakwater to the new fishing pier facilities. As the project design is further developed, the team will provide regular updates to the USACE to confirm that the goals of both parties are met.

As part of the initial coordination efforts and subsequent check ins, PHS will confirm that all necessary USACE staff are involved and any overlapping efforts are identified amongst the multiple project components (CAP Section 107, Section 404, and PD7 replacement and dredging). This direct and repeated coordination will solidify roles and responsibilities, provide all parties with clear lines on where their action is required, and identify efficiencies in process and schedule that may be realized amongst these complementary projects.

PHS has also worked extensively in Yaquina Bay and has coordinated on numerous occasions with USACE. Coordination with USACE has included authorizations under Section 404 of the Clean water Act and Section 10 of the Rivers and Harbors Act, as well as on the federally authorized navigation channel. PHS and the Port explored options for 'flow-lane disposal' of sediment within the channel during the ***National Oceanic and Atmospheric Administration (NOAA) Marine Operations Center - Pacific (MOC-P)*** and ***International Terminal*** permitting processes, though the final disposal location was chosen to be McLean Point.

PHS will work closely with the Port and USACE to evaluate updated sediment sampling to be performed by the DOWL team and identify the most appropriate dredge disposal sites for the CAP and marina dredging efforts.

PHS coordinated extensively with USACE on the NOAA MOC-P project.

7. ATTAINING PERMITS AND IDENTIFYING ATTAINABLE MITIGATION PROJECTS

Successful permitting relies on good communication with the agencies and a good understanding of the project and its potential impacts. Once the project's design options start to take shape, PHS has found that having a preapplication meeting with the state and federal agencies brings numerous benefits. Not only are the agencies introduced to the project early on, which can shape the project's design, but it also allows the agencies to take some ownership of the project, which can facilitate the project's approvals when they start to review the application. The Port has already conducted a Kaizen meeting with the regulatory agencies, so we have an idea of what the agencies will require. When the timing is appropriate, PHS will convene those same agencies to discuss the updated design. Topics to be discussed at that meeting will be the proposed design, impacts, and mitigation, plus the timing of receiving approvals.

PHS has permitted numerous state and federal projects within Yaquina Bay and the Newport area. Over the past 13 years, John van Staveren has obtained permits for the Port of Newport, OSU/Hatfield Marine Science Center, US Coast Guard, Rondys, Undersea Gardens, Teevin Bros., and Front Street Marine, LLC. No other consulting firm has obtained more state and federal permits within Yaquina Bay than PHS. For the Port, PHS has obtained permits for the ***NOAA MOC-P*** dock (dock construction, maintenance dredging, cathodic protection maintenance), ***International Terminal*** (dock construction, maintenance dredging), ***Port Docks 5 and 7*** (piling construction/maintenance), stormwater outfall repair, and industrial parcel development.

Both the NOAA MOC-P and the International Terminal permitting conducted for the Port required close coordination with state and federal agencies due to their complexity and the potentially large impacts and mitigation associated with each project. John requested agency meetings every two weeks prior to the applications' submittal due to the complexity and the scrutiny that both projects received. The NOAA MOC-P project was opposed by parties in the Seattle area. The International Terminal was closely watched due to the agencies' concerns about reusing the two concrete-hulled vessels that formed the dock. PHS prepared two lengthy Biological Assessments (BAs) and very detailed Joint Permit Applications (JPAs) that assessed potential impacts and required mitigation. Both projects received their state and federal permits and approvals on time, and both projects were constructed as scheduled.

PHS is currently permitting the improvements to ***OSU's Ship Operations Dock*** to allow the new research vessel Taani to be docked in 2023. That project is similar to PD7. John recently coordinated an interagency review team meeting to discuss the Ship Operations Dock permitting. That meeting highlighted the issues that will be faced by the Port, which include balancing the need for additional over-water coverage to increase the efficiency and improved use of the dock, with the requirement by the National Marine Fisheries Services (NMFS) to comply with their Standard Local Operation Procedures for Endangered Species (SLOPES) criteria.

The Port's initial thoughts of demolishing and rebulding the fishing dock along with jetty improvements at the South Beach Marina is a very promising mitigation concept. PHS will work with the Port, design team, and resource/ regulatory agencies to establish a baseline of functions and values and quantify what may be lost as part of the PD7 work, and then they will complete the same effort to quantify what can be gained through the pier/jetty improvement work. Close coordination with state and federal agencies will be required. Mitigation can also include using grated surfaces to allow light to penetrate through the dock to the water below.

In addition to listed species, coordination with Oregon Department of Fish and Wildlife (ODFW) will be required to confirm there are no impacts to other species, such as gaper clams. Marine mammal impacts have not played a significant role in past permitting within Yaquina Bay, but this has been because PHS has hired marine mammal monitors, including students from the Hatfield Marine Science Center, to confirm compliance with the Marine Mammal Protection Act (MMPA). PHS will analyze data gathered from previous projects along with proposed project impacts to confirm that there will be no increased harassment potential relative to previous Port projects.

PHS provided similar services for OSU's Ship Operations Dock (pictured above) and Port of Newport's International Terminal (pictured below).

Likely one of the biggest challenges with the PD7 project will be the potential impact to eelgrass. Achieving success for eelgrass mitigation projects has proven difficult along the West Coast. The first task will be to successfully map where the eelgrass beds are located and then determine their potential impact. The mapping should also include determining the density of eelgrass shoots because we will want to use that density as a realistic success criterion for the Department of State Lands (DSL) and USACE.

In 2021, PHS conducted eelgrass mapping in Yaquina Bay. The mapping was for the US Coast Guard, which required the replacement of ATONS at the North Breakwater in Yaquina Bay. John van Staveren first discussed the mapping with Steve Rumrill, ODFW, who is considered to be the state's expert on eelgrass, and then John worked closely with Dr. Tony D'Andrea, ODFW/Shellfish and Estuarine Habitat Assessment of Coastal Oregon, who provided excellent mapping capabilities. As part of our approach, we would strongly recommend meeting with Steve and Dr. D'Andrea early on to see whether they are willing to lend their expertise not only to the mapping but also eelgrass mitigation.

PHS' experience with eelgrass mitigation includes the permitting of the ***NOAA MOC-P dock***, which impacted 0.68 acres of an eelgrass bed in the vicinity of where the MOC-P facility is now located. They first mapped the areal extent of the eelgrass bed and documented the density of its stems. Based on their assessment, they designed a 2.04-acre mitigation area, which was excavated from the existing upland in the South Beach property of the Port of Newport. Eelgrass bed creation (as opposed to enhancement) was the preferred method of eelgrass mitigation because mixed results had been achieved by other consultants along the West Coast.

Eelgrass is very difficult to establish, and elevations of the created eelgrass bed need to exactly match the elevations within existing eelgrass beds. Once the grades within the mitigation area had been established, PHS harvested eelgrass from other beds and created a nursery for eelgrass within the Oregon Coast Aquarium. Using volunteers, PHS oversaw the planting of the mitigation area and has been monitoring its success for the past 10 years. They monitored the site again during the summer of 2022. PHS has also worked on eelgrass mitigation projects in Coos Bay, most recently for the for the Port of Coos Bay and their expansion of the airport.

NOAA MOC-P eelgrass monitoring performed by PHS.

8. METHOD TO ATTAIN PERMITS FOR DREDGING

PHS has permitted numerous dredging projects in Yaquina Bay, on the Columbia River, the Willamette River, and other parts of the state. PHS is currently assisting the Port with two dredging projects within previously authorized prisms (***NOAA and International Terminal***) and one that requires formal consultation (***South Beach Marina***). In the past, PHS established the authorized prisms at the NOAA facility and International Terminal. Both of those projects required the preparation of a BA. As part of the dredging review process, PHS is very familiar the Sediment Evaluation Framework (SEF) and the Portland Sediment Evaluation Team (PSET).

PD7 is not within a previously authorized prism, so the project will require formal consultation. Fortunately, PHS can use information they have already prepared to expedite the formal consultation process with NMFS, assuring a timely review of the consultation process. As part of the USACE coordination efforts, PHS will confirm that the design team, Port, and CAP 107 staff are focused on completing all modeling and sediment testing as early in the design process as possible so the project can solidify handling and disposal requirements and the associated costs.

To facilitate early coordination, DOWL will front load the project schedule to complete bathymetric survey, enviromental field work, and soil testing so that dredge prisms and permitting impacts can be fully understood ahead of other preliminary design efforts.

South Beach Marina at Port of Newport.
Photo courtesy of marinas.com.

9. COST COMPARISON FOR PROJECTED FEES/SCHEDULE

Statement of Hourly Rates

The following tables include rates for all team members, including support staff. We have selected an appropriate mix of junior staff with lower billing rates to perform the bulk of the production work while leveraging the mentorship and guidance of seasoned, senior-level staff. This will minimize overall costs while still maintaining a high level of quality.

DOWL

Classification	Hourly Rate
Sr. Manager II (Robertson)	$245
Sr. Manager VI (Hakanson)	$320
Engineer VII (Geary)	$210
Engineer VI (Burnham, Wewerka, Miles)	$200
Engineer II	$130
Engineer I	$115
Civil and Transportation Designer	$120
Environmental Specialist VIII (Stupfel)	$215
Environmental Specialist I	$105
Professional Land Surveyor X (Silbernagel)	$205
Survey Technician IV	$100
Sr. Proposal Manager (Kelley)	$195
Senior CAD Drafter	$155
CAD Drafter I	$90

HDR

Classification	Hourly Rate
Principal	$320
Project Manager	$290
Sr. Coastal Engineer (Berg, McPherson)	$280
Coastal Engineer	$220
Sr. Structural Engineer (Carlson)	$240
Structural Engineer	$160
Architect (Hogan)	$270
Construction Manager (Christiansen)	$210
Construction Inspector	$140
Project Accountant / Coordinator	$130

PHS

Classification	Hourly Rate
Sr. Professional Wetland Scientist (van Staveren)	$190
Fishery Biologist	$145
Biologist 2	$136
Graphics Specialist	$97
Administrative/Technical Editor	$87

GRI

Classification	Hourly Rate
Principal (Schlechter)	$265
Project Engineer	$170
Project Geologist	$170
Engineering Staff	$140
Project Accountant	$130
CAD Operator	$110
Administrative Assistant	$75

Reyes

Classification	Hourly Rate
Project Manager	$212
Sr. Electrical Designer (Zvibleman)	$193

Cameron McCarthy (CM)

Classification	Hourly Rate
Associate Principal	$145
Landscape Architect (Rix)	$120
Planner	$120
Assistant Planner	$110
Designer 3	$80

Estimates of Hours and Breakdown of Pricing Structures for Change Orders

Upon selection, DOWL will prepare a detailed scope of work to support our cost estimates. Our team is eager to discuss scope assumptions with the Port and craft our overall approach and level of effort to best meet the Port's expectations for this phase of the project.

Once under contract, Nick Robertson will keep the Port informed about project progress and any changes to the anticipated level of effort or project scope. Our method of billing will include monthly invoices that show hours worked by each firm and a progress report that identifies the work completed and any key concerns. Any change orders will be communicated to the Port prior to the start of additional work. Nick will work closely with Aaron Bretz to define changes in the project scope and coordinate with the project team to develop a cost estimate for added services.

The table on the following page demonstrates our team's projected estimate of hours required to complete the tasks included with this project.

Project Schedule

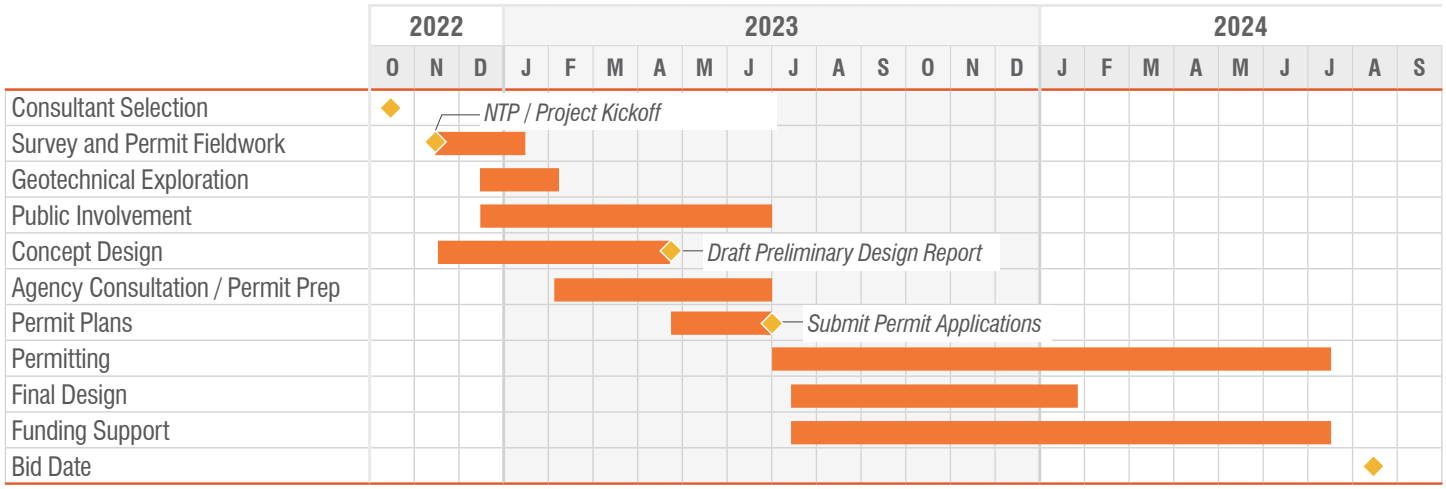
We understand that the Port wishes to complete the preliminary design and permitting phase of the project in approximately 18 months to meet potential grant requirements. We have established a project schedule (see figure below) that will meet this goal and allow a full 12 months for formal consultations with NMFS.

Based on the current project schedule, we anticipate receiving notice to proceed (NTP) in November 2022, and our team will immediately begin preliminary design efforts. Early start activities include the necessary survey and environmental field work to help with the preliminary design efforts. Our PI work will begin at NTP with the creation of a PI plan, and our team will be ready to begin stakeholder coordination as early as December. Our geotechnical exploration needs will be discussed as part of contract negotiations, and if necessary, we have included ample float in the schedule to obtain drilling permits for explorations that may be required for the new fishing dock.

Certain aspects of concept design, such as preliminary float design and pile sizing for the new floating docks, wave and seismic load calculations, and overall design criteria documents, can begin with NTP. As field work and PI efforts are completed, our team will use the data to establish a concept plan. Once the concept plan has been approved by the Port, permit applications and preliminary design plans can be created. Our project goal is to submit all permit applications by June 2023.

To achieve these schedule goals, Nick will work closely with the project team and hold regular progress check-ins to facilitate both internal and external coordination and confirm each team member is getting the information they need to advance their portion of the design.

Project Schedule



Task		Total Estimated Hours						Estimated Expenses
		DOWL	HDR	PHS	GRI	CM	Reyes	
TASK 1 Project Management and Coordination	1.1 Invoicing and Coordination	108	24					
	1.2 Project Kickoff	22		3		2		
	1.3 Team Meetings	18	18	18	6			
	1.4 QA/QC	24	18					
TASK 2 Survey and Mapping	2.1 Topographic and Bathymetric Survey	245						$11,474
TASK 3 Environmental Coordination / Support	3.1 Permitting Research/Baseline Reporting	4		50				
	3.2 Section 408 Coordination	6		106				
	3.4 ESA Fieldwork and Documentation	4		182				
	3.5 Wetland and Waters Fieldwork and Documentation	4		45				$800
	3.6 USACE/DSL Joint Permitting	4		255				
	3.7 Eelgrass Mitigation Plan	4		258				$800
TASK 4 Public Involvement	4.1 Public Involvement Plan/Community Outreach	34				6		$800
	4.2 Commercial Fishers User Group Workshop	38						$800
	4.3 Commission Presentation	26						$800
	4.4 Graphics	32				26		
TASK 5 Conceptual Design	5.1 Commercial Dock Concept Design	202	520			44	90	$200
	5.2 Recreational Pier Concept Design	134	440				72	
	5.3 Cost Estimating and Scheduling	26	80				20	
	5.4 Preliminary Design Report	44	172			13	40	
TASK 6 Geotechnical Exploration and Preliminary Design	6.1 Geotechnical Exploration and Preliminary Design Report (no explorations)	2			125			
	6.2 Hazmat Sampling	2			52			$8,012
	6.3 USACE Sediment Sampling, Analysis, Reporting				88			$15,312
TASK C5 Concept Design (Contingency)	C5.1 Traffic and Parking Design	344	78				24	$400
	C5.2 Restrooms and Laundry Facilities	16	102		20		16	
	C5.3 Waste Disposal	16	102				18	
	C5.4 Public Lighting Design	88	86				28	
	C5.5 Hoist Dock/Fishermen's Terminal Improvements	188	78		12		28	$400
	C5.6 Lot Storage Reconfiguration	144	78					

10. DEVELOPMENT OF CONCEPTS INTO FINAL DESIGN

Throughout the conceptual design process, DOWL and HDR will fully engage with our engineering and construction teams to confirm that all concepts will lead to efficient and constructable infrastructure. As part of DOWL's overall quality control program, we engage senior engineers and our constructability experts through concept design workshops, creation of construction time estimates, and review of cost estimates at every project deliverable. Once the concept has been developed, and funding for the project has been secured, DOWL will work closely with the Port to develop a detailed scope of work for final design efforts and will collaboratively establish a dependable project schedule and project budget.

Obtaining approval to construct PD7 improvements will require close coordination with state and federal agencies. Of all the agencies, the requirements of NMFS will likely play a major role in the design and function of the project. All creosote-coated timber piling will be replaced with steel piling; solid or opaque decking will be replaced with grated surfaces; and any stormwater generated by the project will need to be treated to SLOPES standards. Although the project will likely not satisfy the programmatic SLOPES approval since dredging will be outside of a previously authorized dredge prism, NMFS will still expect the design to conform, as much as possible, to SLOPES design criteria.

Complying with state and federal permitting requirements will impact the design, but not the function, of the facility. In areas where eelgrass impacts are unavoidable, grated surfaces will be specified wherever practical to minimize shading and allow as much sunlight to reach the beds as possible. These grated surfaces will have the same capacity as would have been achieved with a solid decking material. Use of steel pipe piling in lieu of treated timber piling is more efficient structurally, resulting in an overall reduction of piles in the water and an associated reduction in the amount of time water-borne construction equipment will be required on-site. For the public fishing pier, the use of steel pipe piles should also negate the need for cumbersome cross-bracing beneath the dock, which significantly reduces fouling of fishing lines and crab pots, a boon to the recreational users of the facility.

On the North Bend Waterfront Project, DOWL worked closely with the City of North Bend to turn the initial vision into a permittable and affordable project. Through PI efforts, DOWL identified strategies to minimize fish impacts, and worked with the City building department to create a seismic design exemption for the project, which allowed for a reasonable foundation design.

11. METHOD TO PROVIDE ENGINEERING FOR THE ADD/ALTERNATE POSSIBILITY

Although reconstruction of the floating docks at PD7 and the South Beach fishing pier are the primary goals of this project, there are a huge number of other opportunities to improve Port facilities in a way that better serves both the public and the commercial fishing fleet that the Port serves. Through our early PI efforts, we will help identify what additional improvements will provide the greatest benefit to the Port and will work with Port staff to prioritize which additional projects should be included in the final design and permitting efforts. The Port has identified several potential add alternates, but it is likely that several more will come about as a result of conversations with Port users and the research we will conduct to better understand how the Port's needs will evolve in the future.

Our team has extensive experience in comprehensive planning and design of all components required of commercial and recreational marine facilities, including:

- Traffic and parking design
- Public restroom/shower/laundry facilities
- Bilge/oil waste and sewer waste disposal and/or processing
- Public lighting design
- Hoist dock/fishermen's terminal design
- Lot storage design for maximum efficiency

Prior to starting work on any add alternatives, we will work with the Port to fully define the necessary scope of work and will provide an amendment request that includes a not-to-exceed cost based on an estimate of required hours and expenses.

On the City of Corpus Christi's ***Cooper's Alley Boaters Facility***, ***Marina Boat Haul Out Facility***, and ***Seawall Investigation***, HDR worked with the City to include each of these project elements through a similar add-alternative process. The Cooper's Alley project featured public restrooms, showers, and laundry facilities; and planning for water, sewer, and bilge waste (including necessary pump houses). The Marina Boat Haul Out Facility included site optimization for crane maneuverability and traffic flow, and space planning for administrative, retail, storage, and repair needs.

Cooper's Alley Boaters Facility (above); Corpus Christi Marina Boat Haul Out Facility (below)

For more than 55 years, DOWL has been serving Oregon communities with proactive client service and reliable engineering services that result in successful, high-quality projects. As a local firm, we understand how important this project is to the Port of Newport and we are committed to being flexible and adaptable from initial planning through construction to help the Port achieve their goals. We have built our team with the expertise to handle conceptual design, permitting, final engineering, and construction services for any project changes or add-alternatives that may come about during this phase of the project, and we will work with the Port to proactively communicate and document project changes as they occur.

Nick Robertson, PE, SE

Project Manager

Education

MS, Structural Engineering, Stanford University

BS, Civil Engineering; BS, Engineering Management, University of the Pacific

Licenses

Oregon #80236 / Professional Engineer, Structural Engineer

Years of Experience

18

"Nick and his team did a great job leading the project through design, permitting, and construction. They are knowledgeable, responsive, and great to work with."

- Carla Staedter, City of Tigard Engineering Project Coordinator

Nick specializes in straightforward, constructable design concepts, and his experience includes the design of economical and durable facilities subject to stringent permitting and challenging constraints. As PM, his recent work has included project design and development with multidisciplinary teams on local agency projects. Nick manages projects with an approach that includes proactive communication with clients, attention to detail, and close collaboration of design staff. Nick regularly helps lead early stakeholder coordination on projects to identify important project constraints and opportunities that lead to successful final project solutions.

Project Experience

Port Dock 5, Port of Newport, OR: Nick was the structural lead, and eventually, the PM for the preliminary design and environmental permitting to replace a fixed finger pier at the Port. The existing structure was an aging timber pier that required extensive repair or replacement of its timber pile foundations. DOWL completed an alternatives analysis in 2016, which studied the options for repair. Based on the study results and stakeholder feedback, the proposed solution was to replace the entire timber finger pier with a new structure along the same footprint. DOWL then provided final design of the new structure, which has steel piles and a concrete deck. The new pier was designed to accommodate expansion in the future to allow parking for vessel operators and a turn around.

Infrastructure Improvements and Floating Dock Replacement, Port of Siuslaw, OR: Nick was the lead project engineer providing structural engineering for the floating dock and gangway. The new docks provided marine impact protection for sensitive pile-supported landside docks, a breakwater recreational moorage, and a new commercial receiving dock.

North Bend Waterfront (Harbor Avenue), North Bend, OR: Nick was the lead structural designer for a nearly 700-foot-long elevated pedestrian walkway along the historic waterfront. The proposed alignment featured a commercial-use transient dock and a multiuse path to accommodate commercial vehicle use, connect current and future development, and provide pedestrian facilities including illumination, benches, and bicycle racks to enhance the waterfront setting.

Astoria Waterfront Bridges, Astoria, OR: Nick provided consulting on planning and design for emergency repairs for deteriorated timber structural elements for six trestle bridges between city streets and the offshore commercial wharf.

Brookings Harbor Pedestrian Improvements, Brookings, OR: Nick provided design checking and construction support for the pathway, retaining wall, and boardwalk structure located along the Brookings Harbor.

Graymont Western Tacoma Marine Terminal, Tacoma, WA: Nick provided QA/QC and constructibility review for condition assessment, load rating, structural design for repairs, construction drawings, cost estimating, and permitting for the rehabilitation of a 20-foot by 100-foot-long vintage timber approach trestle.

Columbia River Marine Terminal Assess, Vancouver, WA: Nick provicded senior QA/QC review for a 550-foot-long pedestrian catwalk replacement and rehabilitation of seven vintage timber dolphins.

Winchester Bay Crab Dock, Coos Bay, OR: Nick provided senior QA and project management for a condition assessment of the timber dock structure. DOWL performed the above water inspection and brought in Orca Diving to perform the underwater inspection. The purpose of the assessment was to gain information to plan for dock maintenance and repair for this waterfront asset. DOWL prepared a summary report recording all the inspection results, and providing recommendations for a phased repair plan, including order of magnitude cost estimates for the recommended repairs. DOWL also assisted the County with preparation of grant applications.

Brian Burnham, PE, SE

Stuctural Lead

Education

BS, Civil Engineering, Washington State University

Licenses

Oregon #90603 / Professional Engineer

Years of Experience

15

"DOWL provided... comprehensive engineering services and construction support for the complex Waterfront Bridge Replacement Project... The strong team...successfully navigated challenges associated with designing, permitting, and building new in-water structures surrounded by existing dilapidated infrastructure along the Astoria Riverfront Trolley route in a popular business district."

- Cindy Moore, City of Astoria Assistant City Engineer

Brian is a talented structural designer with expertise in marine and water structures. He brings a clear understanding of construction requirements to his design work, emphasizing solutions that are buildable and functional. Brian's recent experience includes fixed pier, bridge, and floating dock design for projects along the Oregon and Washington coast.

Project Experience

Port Dock 5, Port of Newport, OR: Brian was a structural engineer for this project to replace a fixed finger pier at the Port. The existing structure was an aging timber pier that required extensive repair or replacement of its timber pile foundations. DOWL completed an alternatives analysis in 2016, which studied the options for repair. The alternatives were assessed for safety, fleet operability, environmental impacts, and costs. Based on the study results and stakeholder feedback, the proposed solution was to replace the entire timber finger pier with a new structure along the same footprint. DOWL then provided final design of the new structure, which has steel piles and a concrete deck. The new pier was designed to accommodate expansion in the future to allow parking for vessel operators and a turn around. The new pier is also approximately 30 feet shorter to allow a new gangway to accommodate current ADA slope requirements.

Astoria Waterfront Bridges, Astoria, OR: Brian was a structural engineer for this federal aid project. The six bridges are located within the Astoria Downtown Historic District near the mouth of the Columbia River. The existing multimodal timber trestle bridges supported vehicular, rail, and pedestrian use, while connecting the ends of 6th, 7th, 8th, 9th, 10th, and 11th Streets to the Columbia River Waterfront. The new bridges were designed to interface with existing piers, buildings, and bridges.

Berth 309 Modifications, Portland, OR: Brian was a structural engineer for this project, which included modifications to allow launching of fabrications across the quay wall and onto Dry Dock #5. DOWL provided project management, inspection of the quay wall and piers to assess extent of damage or deterioration, topographic survey, and engineering design..

Columbia River Marine Terminal, Vancouver, WA: Brian was a structural engineer for this project to repair the marine terminal owned by Lafarge North America, Inc. Construction included the demolition of existing structures, pile driving, structural steel welding, high strength bolting, and the installation of dolphin handrails as needed.

Longview Log Export Dock, Longview, WA: Brian served as a structural engineer for this project, which consisted of a condition assessment, including underwater inspection of the dock structure. Several structural deficiencies were found, mostly related to deteriorating timber structural elements. DOWL then performed all design engineering, prepared construction documents for repairs, and prepared all environmental permit applications. The Columbia River environmental restrictions are stringent, so DOWL paid careful attention to construction timing, methods, and materials. DOWL prepared bid packages and solicited bids on behalf of Weyerhaeuser.

Central Port Dock Design, Port of Kalama, WA: Brian served as structural engineer for the design of a re-purposed floating dock and new fixed access pier to accommodate small commercial vessels. Work included preliminary mooring and berthing analysis, and structural design of anchor piles and 12-foot-wide pier support. Poor soil conditions and high seismic exposure brought challenge to the design effort.

Jenny Carlson, PE, SE

Senior Design Review

Education

BS, Civil Engineering, Purdue University

Licenses

Oregon #15144 / Professional Engineer, Structural Engineer

Years of Experience

43

Jenny has more than 40 years of engineering experience focused on marine structures and heavy industry on the rivers and waterways of the Pacific Northwest. Her marine projects vary from materials handling, to shipyards, to small commercial vessel marinas. Jenny previously worked for DOWL as their Marine Practice Leader and has been instrumental to the success of projects for both DOWL and HDR. On this project, Jenny will provide senior oversight on the design and permitting efforts to confirm project success.

Project Experience

Port Dock 5, Port of Newport, OR: Prior to joining HDR, Jenny was the lead designer for replacement of the pile-supported dock at Port of Newport's Dock 5. HDR provided construction management services for the PD5 Pier replacement in the Commercial Marina in Newport. This included design review, preparation of bid documents, oversight of bidding process, contract negotiations, inspection, and project closeout. The HDR team and DOWL worked together throughout the construction and closeout process to deliver a successful project.

King County Harbor Island Pier Assessment, King County, WA: Jenny was the lead structural engineer for this project, which involved a complete inspection and assessment to evaluate the damaged structures (Harbor Island damaged pier) and determine what further actions are needed to stabilize or repair the damage.

Weyerhaeuser, Dock Replacement Preliminary Design, WA: Jenny was the PM for this project to perform preliminary design, study construction approaches to allow continuous operations, prepare cost estimates, and review permitting concerns. Along with replacing the structure, Weyerhaeuser wishes to deepen the berth to match the navigation channel.

Bolon Island Haul-Out Basin, Reedsport, OR: Jenny was the lead structural engineer for a new boat slip and pier on the Umpqua River. This facility will provide a gantry crane service to lift 500-ton commercial fishing vessels out of the water and transport them to shore for maintenance. Jenny worked closely with DOWL's environmental division to obtain all permits for the project.

Columbia River Carbonates, MKT CRC In-water Structures, WA: Jenny was the lead structural engineer for this project, which involved the analysis and design for in-water foundations, dolphins, retaining walls, and a sound wall related to a new marine terminal on the Columbia River. The terminal will be used to offload limestone from a barge.

USACE Sand Island Pile Dike, USACE - Portland District, OR: Jenny was the lead structural engineeer for this project where HDR developed the plans and specifications package for the advertisement, contractor selection, and execution of a construction contract to repair the Sand Island pile dike system at the Mouth of the Columbia River.

Central Port Dock Design, Port of Kalama, WA: Jenny was the PM for the design of a re-purposed floating dock and new fixed access pier to accommodate small commercial vessels. Work included preliminary mooring and berthing analysis, and structural design of anchor piles and 12-foot-wide pier support. Poor soil conditions and high seismic exposure brought challenge to the design effort.

Columbia River Marine Terminal, Vancouver, WA: Jenny was the PM for this project to repair the marine terminal owned by Lafarge North America, Inc. Construction included the demolition of existing structures, pile driving, structural steel welding, high strength bolting, and the installation of dolphin handrails as needed.

John van Staveren, PWS

Environmental Permitting Lead

Education

BS, Marine Biology and Limnology, magna cum laude, San Francisco State University

Licenses

Oregon #000506 / Senior Professional Wetland Scientist

ODOT-Certified Biologist

Years of Experience

32

John has managed complex regulatory permitting projects; conducted numerous wetland delineations, Local Wetland Inventories, and riparian inventories; designed and implemented dozens of freshwater and estuarine wetland mitigation plans; provided expert witness testimony; and testified at numerous public hearings. John served on four state-appointed Technical Advisory Committees concerning wetland policy in Oregon.

Project Experience

Seawater Intake Pier, OSU, Yaquina Bay, OR: John managed the permitting for the reconstruction of the seawater intake pier and the adjoining groin for OSU/Hatfield Marine Science Center in Newport. The intake pier is critical to the operation of research at HMSC and agencies. PHS prepared the JPA and conducted an on-site visit with USACE. All permits and approvals were obtained prior to the start of the in-water work period, allowing the project to start on schedule.

NOAA MOC-P, Yaquina Bay – Port of Newport, OR: John managed the environmental permitting for the NOAA Marine Operations Center – Pacific in Newport. The facility moved from Seattle and united NOAA's fleet and lab facilities. PHS prepared and submitted a JPA, a BA, and an Essential Fish Habitat Assessment, to State and Federal agencies. John worked very closely with state and federal agencies to confirm that all issues regarding state and federal jurisdiction were thoroughly addressed. All permits and approvals were received on schedule, allowing the project to be completed on time.

International Terminal Renovation, Yaquina Bay – Port of Newport, OR: John managed the State and Federal permitting for the renovation of the Port's Newport International Terminal in Yaquina Bay. The existing facility is in a state of disrepair; the deep draft ship portion of the terminal has been closed and unusable for cargo or other traffic since 2001. The project renovated the International Terminal and remediated two 1940s era ships of all contaminants to confirm that the ships are no longer a threat to the Bay. The project created the necessary infrastructure to confirm the Port can support the local and distant water fishing fleet and created a multipurpose dock for future deep draft vessel operations.

Ship Operations Dock – OSU, Yaquina Bay, OR: John is currently managing the permitting for upgrades to the Ship Operations Dock for OSU. John already permitted emergency improvements to the dock three years ago and is now permitting improvements that will be required for the new research vessel, the Taani, which will use the dock in 2023.

Scott Schlechter, PE, GE

Geotechnical

Education

MS, Civil Engineering (Geotechnical Specialty), Oregon State University

BS, Civil Engineering, Oregon State University

Licenses

Oregon #74883 / Professional Engineer, Geotechnical Engineer

Years of Experience

22

"Scott Schlechter delivers solid technical knowledge in seismic analyses and foundation design. ... He does an outstanding job of providing sufficient background information, even to those with limited geotechnical background, to help frame the issue and then proposes possible solutions."

- Tom Braibish, ODOT Geologist

Scott has focused his career on the seismic design aspects of waterfront facilities with challenging soil-structure interaction; deep foundation design; utilities; and ground improvement considerations. Scott actively serves on the national American Society of Civil Engineers (ASCE) Coast, Oceans, Ports, and Rivers Institute and has achieved the ASCE Diplomate Status in Port Engineering, recognizing his experience and expertise in evaluating waterfront projects. He has managed and served as lead geotechnical engineer for numerous projects, including several waterfront projects in Newport.

Project Experience

Port Dock 5, Port of Newport, OR. Scott served as lead geotechnical engineer for this project. Dock 5 provides moorage for a large fleet of commercial fishing vessels and was in need of replacement to allow for growth of the fleet, changes in vessel construction, and larger loads. Working with DOWL and HDR, GRI reviewed existing geotechnical information and pile driving records from original construction and interim repairs, which GRI assisted with in 2011, to develop geotechnical design and construction recommendations for the project. The project included installation of new driven pipe piles into the underlying siltstone layer which involved environmental permitting considerations. GRI provided intermittent observation services during piling installation.

NOAA Marine Operations Center, Port of Newport, OR. Scott served as geotechnical lead for this project. The NOAA selected the Port of Newport for the new home of agency's MOC-P, which includes a 1,500-foot-long dock with two access trestles and office and warehouse structures with footprints up to 150,000 square feet. GRI provided seismic and geotechnical design recommendations to address the seismic hazards at the site and on-site observation services and consultation during construction for the award-winning project, including ACEC's 2012 Grand Award for Engineering Excellence and Honorable Mention for the ASCE Region 8 2011 Major Project of the Year.

Port of Newport, International Terminal Renovation, Newport, OR. Scott served as geotechnical lead for this project. GRI completed phased geotechnical design and construction services evaluating alternatives to repair, seismically retrofit, and/ or remove the two World War II concrete ships that form Berths 1 and 2 at the Port of Newport. After successful construction, the project received the ACEC Oregon's 2014 Grand Award for Engineering Excellence as well as the national 2015 ASCE Coast, Oceans, Ports, and Rivers Institute Project Excellence Award.

OSU Hatfield Marine Science Center (HMSC) Seawater Intake Pier Replacement, Newport, OR. Scott served as geotechnical lead for this project. The existing timber dock structure was replaced with a new pier, pumphouse, and bulkhead wall along the same alignment. The project required the existing utilities remain in use during construction of the new structures which necessitated temporary support. In addition, riprap was placed to protect the earthen causeway from further damage and erosion. As part of the selected design-build team, GRI developed foundation recommendations for the steel, pipe pile-supported pier and sheet-pile bulkhead wall that considered the significant risk of liquefaction and lateral spreading during a design-level earthquake and the variation in the depth of the underlying siltstone.

Guy Hakanson, PE

Senior QA/QC

Education

BS, Civil Engineering - Emphasis in Structures, Oregon State University

Licenses

Oregon #15987 / Professional Engineer

Years of Experience

35

"I have worked with Guy Hakanson who is with DOWL for about 13 years. I have had great customer service and a high level of professionalism... DOWL is a reputable firm." ***- Liane Welch, City of Bay City, City Manager***

Guy has a diverse background in bridge and marine infrastructure design, specifications, and construction inspection and management. During his 35-year career at DOWL, Guy has worked in many roles including structural design, senior project manager, inspection division manager, and chief engineer. Guy provides senior QA and constructability review on deliverables to identify areas of concern and save the project money through design and construction efficiencies.

Project Experience

- Port Dock 5, Port of Newport, OR
- Infrastructure Improvements and Floating Dock Replacement, Port of Siuslaw, OR
- North Bend Waterfront (Harbor Avenue) Improvements, North Bend, OR
- Brookings Harbor Floating Dock Replacement, Port of Brookings Harbor, OR
- Astoria Waterfront Bridges, Astoria, OR

Nate Geary, PE

Structural Design

Education

BS, Civil Engineering, University of North Dakota

Licenses

Alaska #140575 / Professional Engineer

Years of Experience

18

Nate's expertise includes providing structural design and construction support for ferry terminals, harbors, coastal uplands, urban roadways, and airports. He has experience analyzing and inspecting existing structures, as well as providing design, specifications, drawings, and cost estimates for new structures. Nate recently joined Nick's marine structures group at DOWL after a long tenure with the Alaska DOT Marine Design group.

Project Experience

- Metlakatla Seaplane Facility*, Metlakatla, AK
- Ketchikan Revilla Ferry Terminal*, Ketchikan, AK
- Ketchikan Graving Ferry Terminal*, Ketchikan, AK
- Gustavus Ferry Terminal*, Gustavus, AK
- Marine Facility and Bridge Inspections*, Statewide, AK

*(*performed with a prior employer)*

Josiah Berg, PE

Marina Planning & Design

Education

BS, Ocean Engineering, Florida Institute of Technology

Licenses

Florida #69024 / Professional Engineer

Years of Experience

21

Josiah's marine planning experience is expansive, ranging from docks, marinas, cruise ship berths, and liquid bulk loading terminals; to dredging and navigational improvements. On this project, Josiah will work closely with Nick, and the PI and permitting teams during the preliminary design phase to lay out the Port Dock 7 marina in a way that will best serve the Port now and into the future.

Project Experience

- Pier 66 Marina Redevelopment, FL
- Bluepoint's Marina at Port Canaveral, FL
- Museum Park Large Vessel Mooring Facility, FL
- Dinner Key Marina Managed Mooring Field, FL
- Flagstone Island Gardens Mega Yacht Marina, FL

Ronald McPherson, PE

Breakwater Improvements, Coastal Engineering, Dredging Design

Education

MS, Ocean Engineering, Texas A&M University, College Station

BS, Aerospace Engineering, Texas A&M University, College Station

Licenses

Washington #51766 / Professional Engineer

Years of Experience

15

Ronald is experienced in analysis, design, and construction of coastal and maritime projects including shoreline protection, marine facility protection, dredging, passing vessel analyses, structural wave and current loading analyses, propeller scour analyses, beach nourishment, and wetland creation. On this project, Ronald will be responsible for breakwater analysis and dredging improvements for the Port Dock 7 marina.

Project Experience

- St. George FEMA Breakwater Repair, AK
- St. George Harbor Breakwater and Dredging Improvements, AK
- Anchorage Water & Wastewater Utility, Erosion Protection, Beach Tower, AK
- Sea Lion Corporation, Hooper Bay Small Boat Harbor and Barge Dock, AK

"Ronny, on behalf of Seldovia, thank you so much for connecting the city to Turnagain Marine. Jason and his team provided Seldovia a field assessment of Jakolof Dock at no cost to the city. Your recommendation has helped a rural, small city in Alaska try to address a problem using data and a professionial opinion." - ***Rachel Friedlander, Seldovia City Manager***

Ben Wewerka, PE

Civil Design

Education

BS, Civil Engineering, University of Dayton

Licenses

Oregon #79131 / Professional Engineer

Years of Experience

21

"We have had several storms that have dropped record amounts of precipitation in the Coos Bay area, and the bioswales on our project handled the flows easily and protected the environment. I would recommend Ben to anyone. He performed well in both design and responsiveness."
- Randy Dixon, City of Coos Bay Operations Administrator

Ben has extensive experience providing civil design services on projects along the Oregon Coast. He is recognized as an expert in stormwater management facilities, storm drainage systems, water and sewer systems, sediment and erosion controls, site grading and roads. Ben's expertise also includes detailed knowledge of the issues faced by municipalities in adapting to the demands for transportation, business, and residential-related infrastructure expansion.

Project Experience

- Port Dock 5, Port of Newport, OR
- Brookings Harbor Improvements, Brookings Harbor, OR
- Astoria Waterfront Bridges, Astoria, OR
- Bolon Island Haul-Out Basin, Reedsport, OR
- Empire Boulevard Sidewalk, Coos Bay, OR

Donn Hogan, RA

Civic Architecture

Education

Bachelor of Architecture, Rensselaer Polytechnic Institute (RPI)

Bachelor of Building Science, RPI

Licenses

Oregon #5009 / Registered Architect

Years of Experience

50+

Donn has a strong aesthetic eye and brings that creative vision to all his projects, large and small. His expertise includes a wide range of skills from conceptual design, site planning, presentation drawings and renderings, design development, and production drawings to construction support. On this project, Donn will work closely with the PI team to provide cost-effective upland improvements, such as laundry and bathroom facilities, that meet the needs of the Port's end users.

Project Experience

- Murray Combined Sewer Overflow, King County, WA
- Juanita Bay Pump Station, Kirkland, WA
- Durham Advanced Wastewater Treatment Plant, Tigard, OR
- Interurban Avenue Pump Station, Tukwila, WA

Adam Miles, PE

Illumination Design

Education

MS, Civil Engineering, University of Idaho

BS, Civil Engineering, University of Idaho

Licenses

Oregon #85648 / Professional Engineer

Years of Experience

15

"I really enjoyed working with Adam on the [LED Streetlighting Policy/Retrofit Project]. I feel like we had a really good project and a useful end product which will make my life easier."
- John Deskins, City of Richland (WA), City Traffic Engineer

Adam specializes in all elements of illumination design and lighting analysis. He brings extensive experience providing energy efficient and safe lighting solutions in Oregon and throughout the Pacific Northwest.

Project Experience

- City of Florence Safe Routes to Schools (SRTS) Project, Florence, OR
- Holcomb Boulevard SRTS and RRFB Rectangular Rapid Flashing Beacon (RRFB) Crossing at Fanno Creek Trail, Oregon City, OR
- City of Prineville Rails to Trails, Prineville, OR
- Murphy Corridor Improvements, Bend, OR
- Little Brook Sidewalk Improvements, Seattle, WA
- Neighborhood Street Fund Design, Seattle, WA

AJ Zvibleman

Electrical Design

Education

BS, Renewable Energy Engineering, Oregon Institute of Technology

Years of Experience

8

AJ is a lead electrical designer with eight years of experience, specializing in electrical systems that need to stand up to harsh environmental conditions. AJ works collaboratively across all disciplines to integrate energy-efficient, flexible systems that advance electrical design to a more sustainable future. He believes that working closely with Port maintenance staff and end users of the facility is the most effective way to meet project goals.

Project Experience

- Port Dock 5, Port of Newport, OR
- Powell Garage Replacement, TriMet, Portland, OR
- Washington County Public Safety Training Center, Hillsboro, OR
- Chinook Landing Dock Replacement, Fairview, OR
- Sandy Fire Station, Sandy, OR

James Stupfel

Environmental Permitting, Utility Coord., Marine Mammal Monitoring

Education

BA, Environmental Studies, Carroll College

Licenses

Oregon #44455 /Certified Environmental Construction Inspector

Years of Experience

15

"James seemed to have a knack for finding the right frequency of communication with the agencies to ensure consistent progress. ... Overall, DOWL Environmental staff, as led by James, ensured the quality of the design product with regard to effectively and efficiently meeting design requirements, putting us on the path for successful construction..." ***- Allen Dannen, City of Salem***

James' expertise includes permit coordination, documentation, marine mammal monitoring, and construction monitoring. His proven approach of streamlining approval processes through exceptions and quick starts has allowed teams to successfully meet many challenging project schedules. James works closely with important project stakeholders such as the USACE, ODFW, and DSL on dozens of projects each year.

Project Experience

- Port Dock 5, Port of Newport, OR
- Infrastructure Improvements and Floating Dock Replacement, Port of Siuslaw, OR
- Astoria Waterfront Bridges, Astoria, OR
- Eugene Train Depot (Unit 2), Eugene, OR
- Siletz River (Logsden Road) Bridge, Lincoln County, OR
- Longview Lumber Dock Repair, Longview, WA

Andy Silbernagel, PLS

Terrestrial Survey, Bathymetric Survey, Mapping

Education

BS, Civil Engineering, Oregon State University

Licenses

Oregon #79198 / Professional Land Surveyor, Professional Engineer

Years of Experience

15

Andy oversees DOWL's surveying projects in Oregon. He has expertise in ROW retracement, monumentation, topographic survey, and base mapping. With his commitment to quality, he guides his crews to gather the information necessary to complete designs and reduce or eliminate repeat trips for missing data.

Project Experience

- Port Dock 5, Port of Newport, OR
- Infrastructure Improvements and Floating Dock Replacement, Port of Siuslaw, OR
- Astoria Waterfront Bridges, Astoria, OR
- Bolon Island Haul-Out Basin, Reedsport, OR

Trissa Kelley, CPSM

PI, Technical Editing, Grant Support

Education

BS, Merchandising Management, Oregon State University

Licenses

Certified Professional Services Marketer

Years of Experience

14

Trissa's experience includes developing creative, yet effective, efficient, and predictable, strategies to help teams meet our clients' needs. Her approach to PI involves developing a customized PI plan, using both traditional and innovative techniques, to address the specific needs of each project and community. Serving as an integrated member of engineering and construction teams, she offers comprehensive and proactive engagement and communication strategies. Trissa's customer service and marketing background, combined with her strong technical writing abilities, will be an asset to the team.

Project Experience

- North Dakota Street (Fanno Creek) Bridge, Tigard, OR
- Astoria Waterfront Bridges, Astoria, OR
- Sellwood Bridge School-Based Outreach Program Support*, Portland, OR

*(*performed with a prior employer)*

Zach Rix, ASLA, ASAI

Landscape Architecture, Placemaking, Technical Illustrations

Education

BLA, University of Oregon

Licenses

Oregon #0823 / Landscape Architect

American Society of Architectural Illustrators (ASAI)

Years of Experience

12

Zach's contributions to a collaborative design approach include his fun and exploratory attitude to design workshops, conceptual development with concise, gestural hand illustrations or multi-media presentation graphics, and technical as well as creative software knowledge. He draws inspiration from interests in local geology, native flora and fauna, and the cyclical patterns of our rivers, oceans, and regional climate. A native Oregonian, he takes pride in his northwest roots and advocates for continued growth in diversity of culture, its people who uplift it, and the places they rely on to form community.

Project Experience

- Port Dock 5, Port of Newport, OR
- Newport Infrastructure Refinement Plan, Newport, OR
- Port of Port Orford Circulation Study, Port Orford, OR
- Eugene Town Square PI & Concept Design, Eugene, OR
- Redmond Recreation Center Feasibility, Redmond, OR
- UO Museum of Natural & Cultural History, Eugene, OR

Frank Proctor, PE

Constructability Review

Education

MS, Civil Engineering, Washington State University

BS, Civil Engineering, Washington State University

Licenses

Oregon #96630 / Professional Engineer

Years of Experience

26

Frank is experienced in the planning, design, and management of marine terminal development projects. He has managed complex, multi-disciplinary industrial marine facilities projects that included marine structures, electrical infrastructure, and security. Having been in the industry for more than 25 years and having hands-on field experience, Frank has a good feel for constructability and what is possible. His understanding of port operations and his ability to tailor solutions that address specific challenges and client needs will help our team deliver your project on time and on budget.

Project Experience

- Columbia River Carbonates In-Water Structures, WA
- Blount Island Marine Terminal Reconstruction, Jacksonville, FL
- McCarthy Building Companies Inc., MARAD - Beaumont Layberth Marine Facility, TX
- Talleyrand Marine Terminal Berths 4-8, FL

Kevin Christiansen, CCM

Construction Management

Education

Master of Business Administration, Regis University

BS, Civil Engineering, Oregon Institute of Technology

Licenses

Certified Construction Manager (CCM), US, #9986

Years of Experience

30

Kevin's experience includes providing construction services for Port of Newport's Port Dock 5 pier replacement. His leadership strength comes from his proven ability to effectively facilitate communication and coordination among the client, contractors, construction management team, and stakeholders to deliver safe, quality projects on time and within budget.

Project Experience

- Port Dock 5, Port of Newport, OR
- Bridge Approach Deck Rehabilitation, Port of Cascade Locks, OR
- Steel Truss Repairs, Port of Cascade Locks, OR
- Cape Meares Road Relocation, Tillamook, OR
- Ramp Construction, ODOT Region 5, OR

OLD BUSINESS

DATE:	**October 22, 2022**
RE:	**Distillery and RV Park Office Painting**
TO:	**Paula Miranda, General Manager**
ISSUED BY:	**Aaron Bretz, Director of Operations**

BACKGROUND

We have worked diligently for months to get quotes from painters on work that is in this year's budget in the South Beach Marina. Unfortunately, all but two painting contractors have been unresponsive.

Smile A Mile Painting is the best value of the two responsive contractors, and we had three "no bids" from other contractors.

DETAIL

We budgeted in our buildings and maintenance budget item this year $256K. We planned to get this painting done in this fiscal year as part of the year's building maintenance.

RECOMMENDATION

MOTION TO AUTHORIZE THE GM OR HER REPRESENTATIVE TO CONTRACT WITH SMILE A MILE TO PAINT THE RV PARK OFFICE AND DISTILLERY BUILDINGS IN AN AMOUNT NTE $39,000 WHICH INCLUDES CONTINGENCY.

NEW BUSINESS

DATE:	**October 19, 2022**
RE:	**Engineering Work for Extra Traffic Lane, South Beach**
TO:	**Paula Miranda, General Manager**
ISSUED BY:	**Aaron Bretz, Director of Operations**

BACKGROUND

Staff has been working to identify more opportunities for improving traffic flow and space in South Beach since before the recent meetings we held with users of the Marina and RV Park. We got preliminary figures for construction and have considered the possibility of adding an extra staging lane coming off the traffic circle and heading to the boat ramp in South Beach.

At the recent staff meeting with marina and boat ramp users, we raised the question of what the users thought of an extra lane, and the feedback we received was positive.

This extra lane would encroach on the northern dry camp area by about 15' inside the existing fence line, but there appears to still be enough space to allow dry camping in the area depending on the method used to retain the fill needed for the extra lane. This engineering work needs to be done to lay out the actual footprint accurately and determine project cost and construction methods. It is also necessary to address the existing utilities in the area and make the project ready for a future fiscal year. With this work completed, the project would be shovel ready for next fall after the summer busy season.

DETAIL

This concept would add approximately 600' of staging area on port property to reduce the amount of traffic impact outside the property during extremely heavy traffic events at the boat ramp. It would also widen the boat ramp lot to make more maneuvering space available to users in general.

Civil West Engineering offers the Port the best value for this work, which includes:

Task 1 – Project Management and Administration – Provide the necessary project management and administrative services to conduct an orderly and well-managed project. This will include organizational issues, coordination, financial, and other administrative services. This task will include time for presenting the design alternative to the Port Board.
Task 2 – Surveying Services - This task will include time to conduct a comprehensive topographic survey of the project area which will include identification of monumentation to establish survey control, a topographic survey of the project area, and the development of a basemap in AutoCad of the surveyed information.
Task 4 – Plans and Specifications – This task will focus on developing the design for the lane extension including appropriate utility relocation drawings. Plans and specifications will be prepared using EJCDC documents that conform to Oregon public procurement rules for public works improvements. This task will include the development of an Engineers Opinion of Cost.

Task 5 – Permitting and Utility Coordination – This task includes the submittal of appropriate permits applications to the City (if applicable) and coordination of the relocation of the existing utilities, if needed.

Task 7 – Reimbursables – This task will include an allowance to cover costs associated with mileage, reproductions, shipping, and other reimbursable items related to the project.

RECOMMENDATION

MOTION TO AUTHORIZE THE GM OR HER REPRESENTATIVE TO CONTRACT WITH CIVIL WEST ENGINEERING SERVICES FOR THE ENGINEERING PLANS AND PERMITTING OF AN EXTRA STAGING LANE AT THE SOUTH BEACH BOAT RAMP IN AN AMOUNT NTE $13,500 WHICH INCLUDES A 10% CONTINGENCY.

NEW BUSINESS

DATE:	**October 21, 2022**
RE:	**Port Dock 7 East Lot Lighting**
TO:	**Paula Miranda, General Manager**
ISSUED BY:	**Aaron Bretz, Director of Operations**

BACKGROUND

The Port Dock 7 East Lot is the best available parking are in the Commercial Marina. After the modular office trailers are moved out of the lot, we intend to commit that area for storage, as well as the parking spots nearby that we currently use mostly for storage. We have been working toward completion of the East Lot as a dedicated parking area for Commercial Marina users.

I talked with PUD about installing street lights in the East Lot to light both the parking area, and improve lighting on the roadway between Englund Marine and the western end of the lot. PUD installed, owned, and maintained lights are a great option for us; we only would need to pay for excavation and conduit. The poles, lights, and wire are all provided and installed by PUD.

DETAIL

PUD lighting is not metered; rather it's charged at a monthly flat rate of $28 per light. The flat rate is added to the Port's power bill, and when lights fail or need upgrading PUD provides that service at no additional cost. I am looking to add 9 lights in the configuration below. I am requesting authorization to contract with an excavator to do the trench work and installation of conduit. I have two quotes so far with one on the way, but I am seeking others and I would like to get authorization to contract with the low bid for the work, not to exceed $20,000.

RECOMMENDATION

MOTION TO AUTHORIZE THE GM OR HER REPRESENTATIVE TO CONTRACT WITH THE LOW BID EXCAVATOR TO INSTALL CONDUIT TO THE PUD SPECIFICATONS STREET LIGHTS IN THE PORT DOCK 7 EAST LOT IN AN AMOUNT NTE $20,000 WHICH INCLUDES CONTINGENCY.

GENERAL MANAGER
MONTHLY REPORT

DATE: **10/21/22**

PERIOD: **09/28/22 to 10/21/22**

TO: **Board of Commissioners**

ISSUED BY: **Paula J. Miranda, General Manager**

OVERVIEW

October is typically a month full of conferences. Most of those are very important for the port to attend. I have attended some of them, which include the Oregon Public Ports Association, right here in Newport, the Pacific Northwest Waterways Association in Vancouver, WA, the Economic Alliance of Lincoln County Summit in Newport, and I am scheduled with our Director of Finance to attend the Business Oregon Infrastructure Finance Summit. As we have also been trying to get business moving forward this has kept us very busy.

Here are some of the highlights for the month:

South Beach

Reservations System: Our reservations system is slowly starting to work like it should. We still had few bugs, which have been taken care of. Hopefully, we should be ready for a much better summer next year, when things get busy again.

Security: Aaron and I met with the City on October 10th to discuss vandalism issues and other security concerns at South Beach. The City is trying to develop some time restrictions, which should help. They also recently passed an Ordinance that limits camping in certain areas. That might apply to our park. They are checking on that.

Marina Users: We met with the Sports Fishermen on October 3rd. We spent almost 3 hours listening and discussing some of their inputs. We already started addressing some of those concerns we can address. Some issues may not be addressed until the following years when we can add them to the budget. Others, unfortunately, may never be addressed, unless we spend millions of dollars fixing design issues.

North Commercial

Administration Building:

Unfortunately, we have been dealing with supply issues. Some of the electrical components are currently on back order and it may not show up until the first part of January. The contractor is checking with other suppliers, but everyone seems to have the same issue. They will continue to check. If they are not able to obtain the supply necessary, the building may not be completed until the end of January or first of February.

Port Dock 7 Plan: Staff has evaluated three qualified firms to complete Port Dock 7 Plans/Permits and have made a selection, which is included in the October's packet. The process should take about one year and half to be complete. Meanwhile, I have had several conversations with our state and federal legislators and agencies about the construction funds needed to complete this important project. We will try to keep this on their radar, so when the time comes we will be able to secure the necessary funds.

Dredge Access: Aaron is continuing to work with the Army Corps on moving this forward and the work is still on track to finish the feasibility portion of this project this winter

Port Dock 5 & 3 pedestals: Aaron is still working to gather up sufficient contractor interest in the construction phase of the project. Pedestals are on order.

Port Dock 5A: The Port is still searching for a marine contractor to repair Port Dock 5A after the events following the sinking of F/V Western Breeze.

Security:

We are looking into possible fencing, which would provide much better security for Port Dock 7. We would most likely seek security grants for it. But before we bring any plans to commission, we would like to discuss this possibility with the users. We have scheduled a Commercial Fishing User Group Meeting on the 14th of November, and this will be one of the topics of discussion. After we are able to sort it out with the fishermen, we will then bring it to commission if that is the desired outcome before we apply to any grant.

Newport International Terminal

RORO Dock Piling Assessment: Consultant has finished inspecting the pilings and they are now analyzing the data.

Maritime Administration (MARAD): I introduced the new regional director for MARAD during the PNWA's conference and I was able to talk to her to see where things are on the NIT grant. Unfortunately, she expected to have answers by now, but they haven't yet been available. We should know at any moment if we were selected for the grant we requested, which includes equipment and grading for the 9 acres.

Prospect:

We have continued to entertain possible uses for the terminal. Most are future uses and may take a while to come into fruition.

Miscellaneous:

Dredging: We are still working on acquiring permits for dredging NOAA and NIT this year and the Marina next year.

City of Newport Airport committee: We now have ongoing schedule meetings to discuss the opportunity to bring commercial flights to Newport. Again, this is a very important tool on helping keep NOAA in town. I am trying to assist on possible funding resources.

Marinas Reorganization: Staff has been very busy with the new reorganization of the two marinas. We have promoted several people within the Port and we are now hiring for those lower positions, and we seem to have some good candidates. Everyone is very optimistic in how this will work. We are still in budget with salaries.

Code Enforcement:

After years of neglect on the enforcement side, we are finding it very challenging to enforce our facilities code, as we are trying to do a better job at it, now that we feel like we have the proper help to do so. One challenge is for those fishing and crabbing from the Commercial Marina Docks. We tactfully direct them elsewhere and provide them with alternatives, but in some cases, they outright refuse to comply. In those situations, we trespass them and seek criminal trespass charges if they still refuse to comply. We have directed Summit to write a piece on that to add it to our Facebook page, again providing alternatives. I think it will take time for folks to understand that we are enforcing our rules, but eventually we will get there.

Finances: The conversation to the new system is mostly done and staff is catching up on the reports. Things are still looking good overall for the Port. The directors and I have met to discuss our quarterly budget and things are looking good overall. We already completed several projects and revisited those that we will be able to complete and those that will be best left for the next year due to internal resources, funds (grants) or time. I will try to provide a summary by the next commission meeting.

Meetings/Trainings/Summits:

- 09/26/22 – Operations Recurring Meeting
- 09/26/22 – Finance Recurring Meeting
- 09/27/22 – Commission Meeting
- 09/28/22 – Meeting with Pacific Maritime Museum Director
- 09/28/22 – Yaquina Bay Economic Foundation (YBEF) Board Meeting
- 09/29/22 – Port Tour with PNWA and Port of Cascade Locks
- 09/30/22 – Oregon Public Ports Association Conference
- 10/03/22 – Operations Recurring Meeting
- 10/03/22 – South Beach Sportsmen Fishing Meeting
- 10/03/22 – Finance Recurring Meeting
- 10/05/22 – Business Oregon Training
- 10/05/22 – Meeting with PNWA
- 10/06/22 – Economic Development of Lincoln County (EDALC) Board Meeting
- 10/07/22 – PNWA Strategic Planning Steering Committee
- 10/07/22 – Meeting with Katherine Taylor/SDAO
- 10/07/22 - Administration Building Contractor Meeting
- 10/10/22 – Communications Meeting
- 10/10/22 – Meeting with City (Regarding RV Park Security Issues)

- 10/10/22 – Operations Recurring Meeting
- 10/11/22 – Department Heads Meeting
- 10/12-10/14/22 – Pacific Northwest Waterways Association (PNWA) Conference
- 10/12/22 – PNWA Executive Board Meeting
- 10/14/22 – Employee Appreciation
- 10/17/22 – Operations Recurring Meeting
- 10/17/22 – Finance Recurring Meeting
- 10/18/22 – Meeting with Sophia Roberts from Senator Merkley's office
- 10/18/22 – Chamber Board Meeting
- 10/19/22 – Port's Directors Meeting
- 10/20/22 – EDALC's Economic Summit
- 10/21/22 – Communications Meeting
- 10/21/22 – Administration Building Contractor Meeting
- 10/21/22 – Meeting with Cambrian (Rogue's wastewater company).

Upcoming Schedule:

- 10/23-25 – Business Oregon Brownfields and Infrastructure Summit
- 10/26/22 - Yaquina Bay Economic Foundation (YBEF) Board Meeting
- 10/27/22 – Administration Staff Meeting
- 10/28/22 – PNWA Strategic Planning Steering Committee
- 10/28/22 – NW Oregon Works Board Meeting
- 10/31/22 – Operations Recurring Meeting
- 10/31/22 – Finance Recurring Meeting
- 11/03/22 – Commercial Staff Quarterly Meeting
- 11/04/22 – Fishermen's Appreciation Day
- 11/04/22 - Administration Staff Meeting
- 11/07/22 - Operations Recurring Meeting
- 11/07/22 – Finance Recurring Meeting
- 11/08/22 – Department Heads Meeting
- 11/08/22 - OCWCOG/Coastal Meeting
- 11/10/22 – Cascades West Economic Development District meeting
- 11/10/22 – SDAO – New Board Member Orientation
- 11/11/22 – Veteran's Day
- 11/14/22 - Operations Recurring Meeting
- 11/14/22 – Finance Recurring Meeting
- 11/14/22 – CFUG Meeting
- 11/15/22 – Work Session
- 11/15/22 – Commission Meeting
- 11/15-16/22 – SDAO Board Meeting

Port of Newport

F I N A N C E D E P A R T M E N T M O N T H L Y R E P O R T

DATE: **October 25, 2022**

PERIOD: **July 1, 2022 to September 33, 2022**

TO: **Paula Miranda, General Manager**

ISSUED BY: **Mark Brown, Director of Finance and Business Services**

Financial reports for Fiscal Year ended 30 June, 2022 have been finalized. The July 2022 preliminary financial results are included in your commission packet.

Issues of Importance

Financial/ERP System

- *PacSoft has been configured. As Financials for June were reviewed, some oddities were discovered in revenues. When a detailed analysis was performed, it was discovered that the import was using an incorrect date to post data to Business Central, this is in the process of being corrected.*
- *Business Central is running with little to no issues. Closing months has been slow, but each time we close a month, the speed increases, by December 31, 2022, the month will close by the 15th of each month.*
- *A review of processes and procedures is underway in all areas of the Port new processes are being adopted based on industry standards and system operations.*

Employee Handbook

- *The Employee handbook is undergoing a final review and then Departments Heads will review the Handbook, once the review is complete the handbook will be sent to the Port's attorney and/or HR answers for legal review, only then will it be brought forward to the commission for approval.*

Fiscal Manual

- *Work will begin shortly on writing a new fiscal manual. The level of detail is much greater than the current manual, and more policies and procedures are included in the manual. The goal is to clarify and keep a written document on the policies and procedures in detail, this will allow newly hired accounting staff to understand the Port's accounting methodology and will also act as a reference manual to when a question arises.*

GOF Balance Sheet (year to year comparison)

- *The cash balance as of July 31 is $2,958,738.06*
- *The bank reconciliation is not complete; this number will likely rise.*

Profit and Loss -

The July 2022 Preliminary Financial Reports for the General Operating Funds and NOAA are attached for your review and are included in the commissions packet.

The month-to-month budget is based on a straight line forecast of revenues and expenditures. For the Commercial Marina revenues will be recognized per GAAP, that means when earned. This was not the case in the past. For an annual moorage the Revenue is spread across 12 months, instead of being recognized in the month renewed.

General Operating Funds (GOF) FY 2022– all divisions:

Budget vs. Actuals

- ***Operating income*** *is favorable by $113,163.*
- ***Operating expenses*** *are favorable by $273,922*
- ***Operating Income*** is favorable by $387,085
- ***Other income*** *is unfavorable by $285,791*
- ***Other expenses*** *are favorable by $91,513*
- ***Other Net Income*** *is Unfavorable by $194,278*
- *Overall, Net income is favorable by 192,807*

  - *These are just preliminary and are subject to change and simple move of budget will change these results, especially in Non-Operating Revenues.*

Breakdown of programs

Administrative Budget

Budget vs. Actuals

- ***Operating Revenue*** *is unfavorable by $333*
- ***Operating Expenses*** *are favorable by $125,982*
- ***Operating income*** *is favorable by 126,315*
- ***Overall****, Administration budget is favorable.*

International Terminal

Budget vs, Actuals

- ***Revenues*** *are unfavorable by $55,894*
- ***Operating Expenses*** *are favorable by $97,622*
- ***Net Income*** *is favorable by $39,091*

Commercial Marina

Budget vs. Actuals

- ***Operating Revenues*** *are favorable by $9,371*
- ***Operating expenses*** *are favorable by $129,748*
- ***Other Revenue*** *is unfavorable by 58,857*
- ***Other Expenses*** *are favorable by 143,340*
- ***Net income*** *is favorable by $302,459*

South Beach

Budget vs. Actuals

- ***Operating Revenues*** *are favorable by $140,292*

- ***Operating Expenses*** *are unfavorable by $244,472*
- ***Other Income*** *is unfavorable by $1,973*
- ***Other Expenses*** *are unfavorable by $75,046*
- ***Net Income*** *is unfavorable by $$181,169*

NOAA Lease Revenue Fund

Balance Sheet

As of July 31, the Port had a cash balance of $2,497,824 with an available balance of $736,103; the remaining $1,761,721 is reserved for the annual maximum debt service payment on bonds, as required in the bond contracts. Reminder these are preliminary Financials, as the bank reconcilation is complete, these numbers will likely change.

Income Statement

Budget vs. Actuals

- *Revenues are slightly unfavorable.*
- *Expenses are favorable by $23,832.*
- *Net income is unfavorable by $1,538,709*
  - *This will change when the budgeted debt service is added to the income statement.*

NOAA Capital Maintenance Fund

No Changes

Bonded Debt Fund:

Balance Sheet

- *No changes*

Construction Fund:

- No changes to report.

Facility Reserve Fund.

- *No changes*

###

RV Park & Recreational Marina Occupancy Report

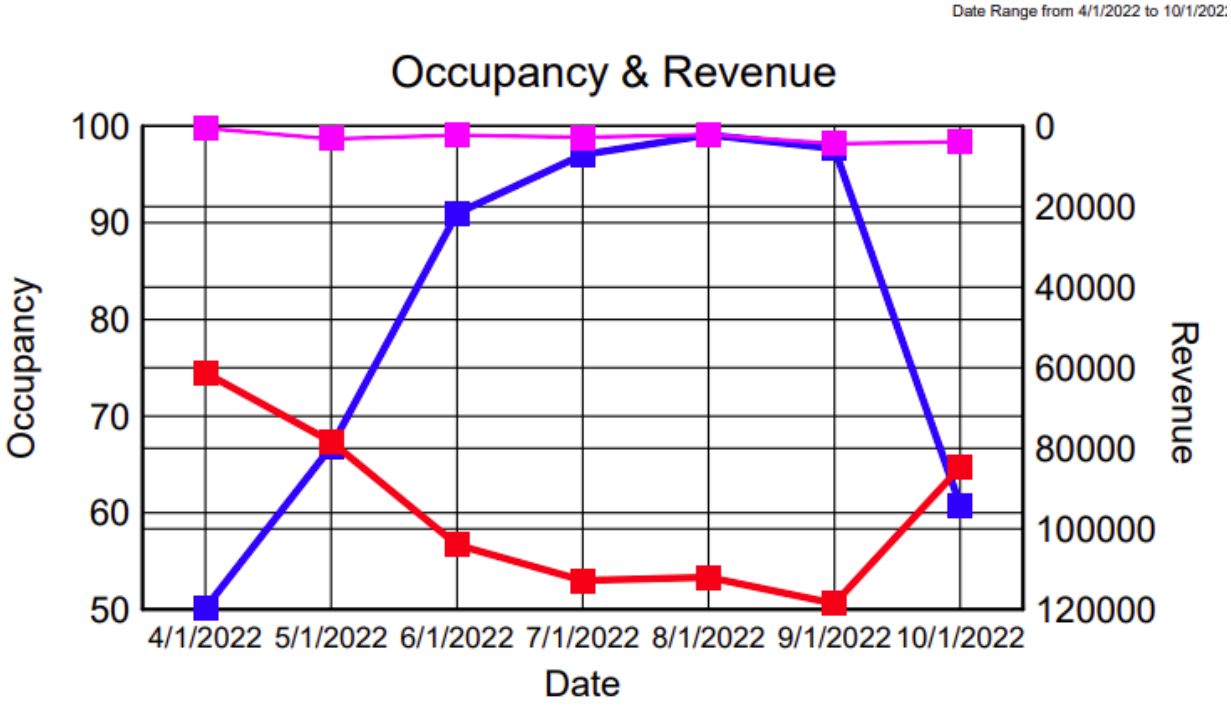
10/17/22

Month Ending 9/30/22

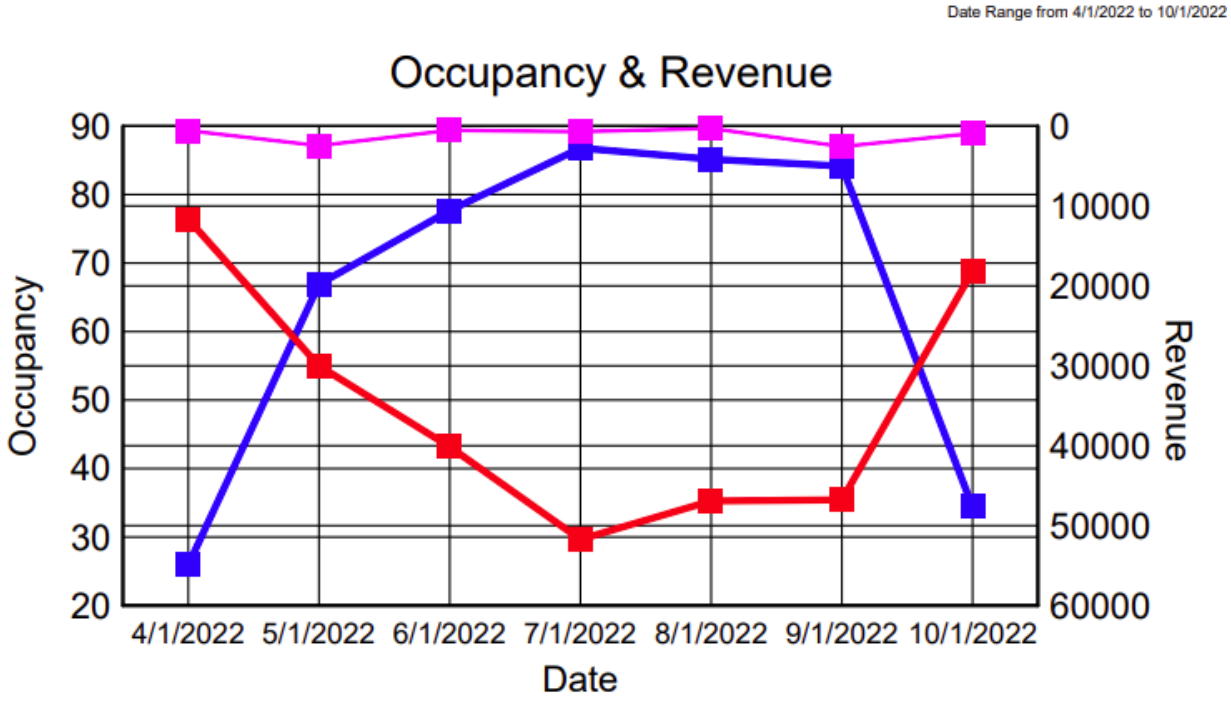
Reporting: Neva Rogers, RV Park & Marina Supervisor

Occupancy rates for the complex have remained strong throughout the summer months. All summer holidays were sold out in the Main Park, Annex and very strong Dry Camp. The Main Park has been at 100% occupied during the July 4th through Labor Day. Also, Columbus Day weekend was 75% full. Weather did cause moorages to vary but overall strong when wind, fog and Small Craft Advisories did not occur over the weekends.

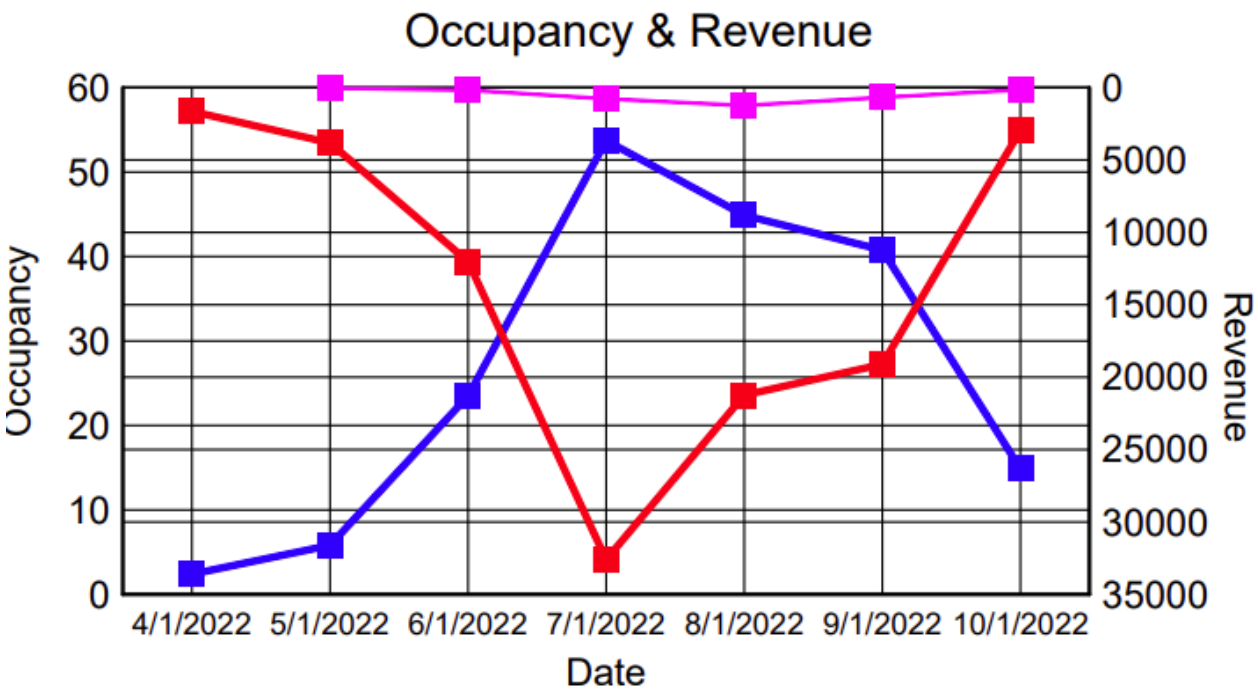
RV Main Park



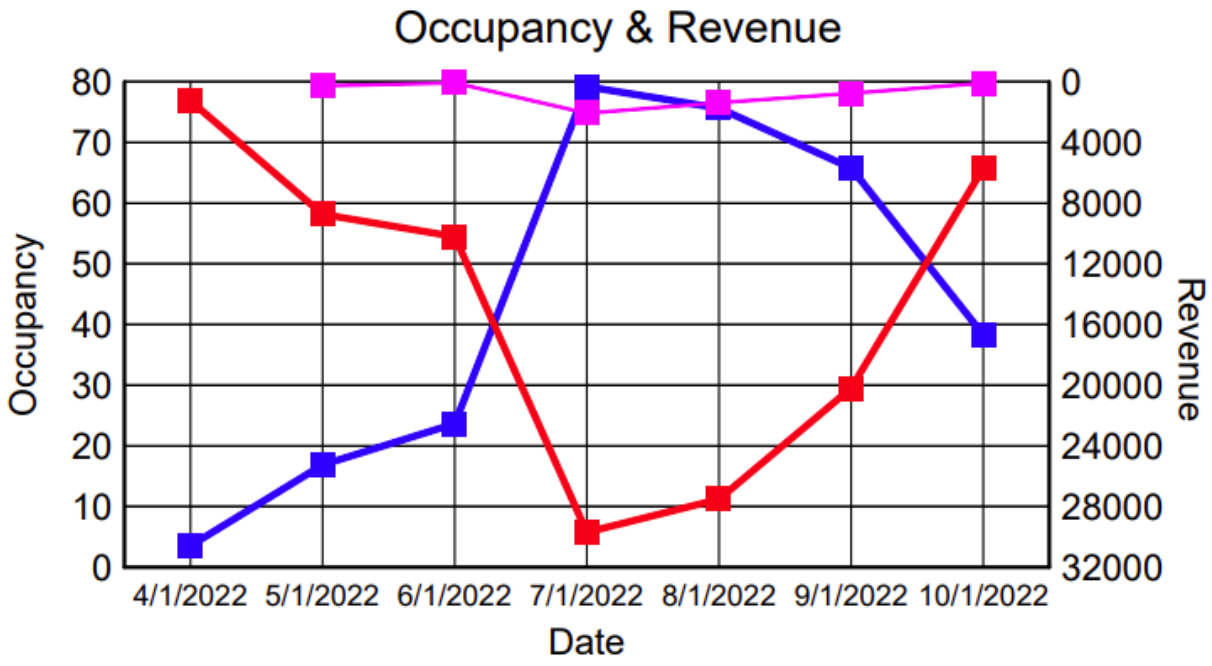
ANNEX



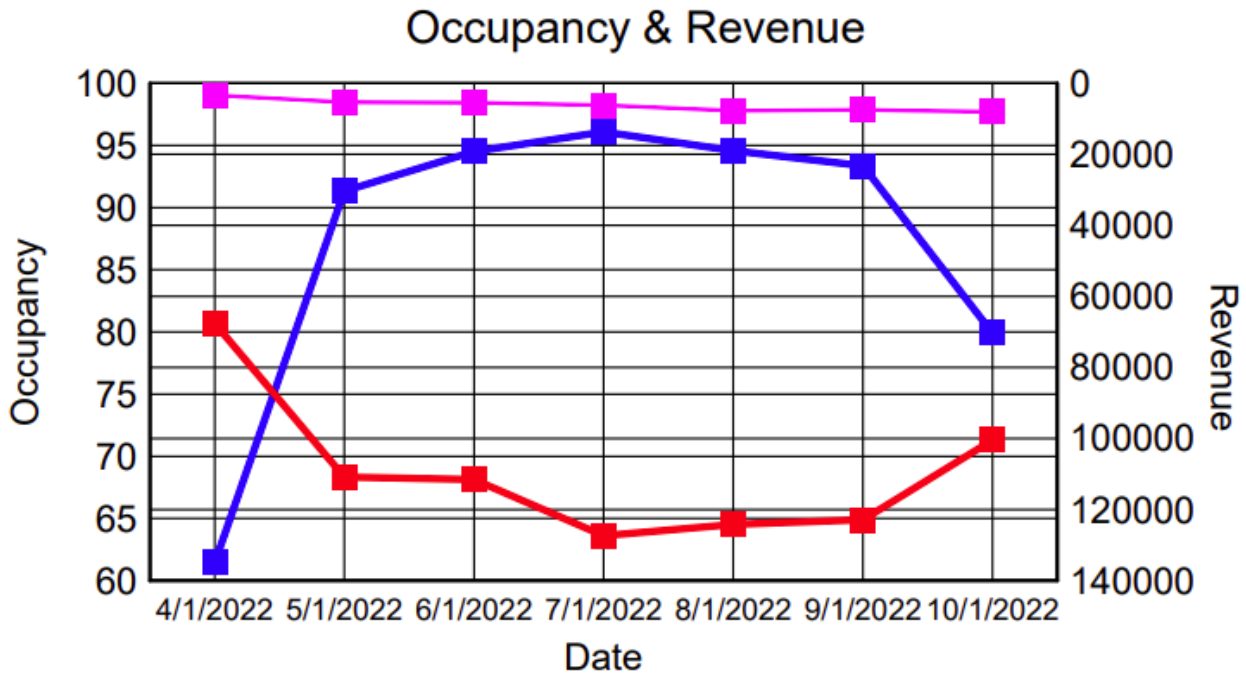
Dry Camp



Boat Slip/Transient



Boat Slip/Annual, Semi Annual, Non Transient



Port of Newport

DIRECTOR OF OPERATIONS REPORT

DATE: **10/21/2022**

PERIOD: **September-October 2022**

TO: **Paula J. Miranda, General Manager**

ISSUED BY: **Aaron Bretz**

OVERVIEW DIROPS

Summary:
This has been a busy month of new hires and shuffling personnel around. Assigned moorages are still on track to start up on November 1st in the Commercial Marina, and management of the slips and side tie areas will gradually increase and improve. The wharfinger has been on the docks since the end of September, and has been working to get gear and debris off the docks and direct vessels where to go. Security has been a bigger challenge of recent; we've experienced a number of people who outright refused to comply with Facilities Code and who challenge the Port's right to enforce rules on the Port's facilities. I have been researching a number of future projects to improve physical security.

Detail:

- **Army Corps CAP Section 107 Project (Commercial Marina Channel Dredging)**
  Still on track to finish up the work on the feasibility portion of this project this winter.

- **Admin Building**
  Right of way permit issues are completed; transformer is being installed early the week of 24OCT.

- **RORO Dock Piling Assessment**
  Pilings have been inspected, data is being analyzed currently.

- **Port Dock 5 & 3 Electrical**
  Still working to gather up sufficient contractor interest in the construction phase of the project. Pedestals are on order.

- **Port Dock 7 Planning**
  See my separate report.

- **Port Dock 5A Evaluation**
  Seeking Contractors for repair work

- **Enforcement Efforts**
  We have encountered more people who challenge the Port's ability to simply enforce our facilities code. We are working to issue exclusion notices to those who outright refuse to comply with simple rules such as no fishing and crabbing from the Commercial Marina Docks. We tactfully direct them elsewhere and provide them with alternatives, but in some cases they outright refuse to comply. In those situations, we trespass them and seek criminal trespass charges if they still refuse to comply

- **Security in the Coming Year**
  We have a Commercial fishing User Group Meeting upcoming, and one of the main issues I want to talk with the group about will be security. I intend to recommend adding fencing of the storage lot to the capital improvement project list, and I will recommend that we get that project done very soon. Continued access by those who need access will probably be their main concern, and I think we will be capable of providing the access they need 24X7, but there will be reduced convenience in getting restroom keys, etc. in the interest of scrutinizing those we grant access to more carefully. Overall, I think these changes are absolutely necessary, and will result in a better and more secure working environment for the users. We need to make these kinds of improvements not only in the Commercial Marina, but also in the Recreational Marina and at the Terminal.

Newport International Terminal- Don Moon, Supervisor

Billable Services Performed this (September)

☒ Forklift – 24.5 hrs **☒ Moorage –72 days**

☒ 30 Ton Hydraulic Crane – 10 hrs **☒ Hoist Dock Tie Up –22 hrs**

☒ Labor –35 hrs **☒ 120V power – 0 days**

☒Other (over time) – 2 hrs **☒ 208V power –56 days**

.

Commercial Marina Asst. Harbormaster- Cameron Brockway
Billable Services Performed this Period:

☒Forklift – 136Hrs **☒Hoist Dock Crane(s) – 4 Hrs**

☐30 Ton Hydraulic Crane - Enter #. **☒Dock Tie Up – 227.5 Hrs**

☐Launch Tickets - Enter #. **☒Other (Axles) – 89**

Special Projects: *(Not regular maintenance & repair tasks. Enter project name and notes)*

☐Completed ☒In Progress **Dock 5c repairs**

☐**Completed** ☒**In Progress** **Hoist dock electrical repair**

☐**Completed** ☒**In Progress** **Deep cleaning and repainting the moorage holders restrooms.**

☐**Completed** ☒**In Progress** **Hoist #2 repairs**

Other: *(Enter issues, events, large purchases, and other notable items)*

- The parts for the Hoist #2 rebuild are in, I am just waiting on Yaquina boat to get us on the schedule.
- We are currently repainting the moorage holder's restrooms when we have time between offloads.

- The wharfinger position is working very well in keeping the peace on the docks, getting mla's to boats quickly, as well as providing the efficient utilization of moorage facilities.

Challenges:

- Getting to dock maintenance has been difficult with and the amount of offloading going on. Tuna has had such a prolific season this year, that we haven't slowed down from offloading all summer.

Opportunities:

- We should think about implementing a new system for the moorage holder's and public restroom at dock 7. We can go to a keyless entry with cards instead of keys. We also can get a timed lock on the public restroom like what they use on restrooms along the bayfront.

It would be more upfront cost, but I think it would provide added security for the restrooms, it would also provide us with data as to who and when the restrooms are being used or vandalized. It would cost a bit more for the cards over the keys as well as the locks, but I think the key system that we currently use is too easy to abuse. Especially with as much as crews change on boats. I think we should limit the cards to two per vessel and the replacement price would reflect the cost of the card and enough to pay for our time. Doing that would also allow us to erase a lost or handed out card from the system, deeming it unusable. I've spoken with our local lock smith about this system a few times and I think it's something that we could get done, the only problem is, this upgrade won't make us any money. It will save us some money on vandalism repairs as well as keeping the usage of the facilities to only moorage holders and crew besides the public restroom, which will most likely save us some money on bathroom products like toilet paper, hand towls, soap, ect.

-

NOAA MOC-P Jim Durkee, Maintenance Supervisor

Special Projects:

Vessels Using the Facility Since My Last Report – NOAA vessels Hi'ialikai, Oscar Dyson & Bell M. Shimada, R/V Thomas G. Thompson, USACOE Dredge Yaquina.

Annual backflow devices test and inspection.

Warehouse water heater installation and inspection.

Cleaning up landscaping along fence perimeter.

Safety Inspection by NOAA.

Annual Fire Alarm, Sprinkler, and Hydrant testing and inspection. Final repairs made to alarm system.

Completed annual NOAA cybersecurity and privacy training.

Had Berth #2 cleaned before Oscar Dyson's winter arrival.

South Beach Marina, Kody Robinson, Harbormaster

☒ Boat launch from Aug 1st to Sep 1st, 1897 launches @ $17078
Boat Trailer Storage - 676 @ $2179

1: All Park Mobile Signage is in place, we will be adding/updating some signage throughout the facility to help with any further confusion and frustration

2: Multiple GFI's have been installed in various pedestals in the marina.
Action: Continue every month installing GFI's when time is available. G and H dock are almost complete. The cost of electric gear has gone up immensely so with any larger scale projects some major planning will be needed.

3. All riding mowers are in repair mode and waiting on parts, mowers have been repaired
Action: Purchased new zero turn John deer mower to help with efficiency. The new mower has cut mow time for the larger areas in half if not more.

4. Installed new speed bumps on washdown lane
Action: Install three more sets to slow people down
Speed bumps working as planned. Speed Bumps on hold until later this winter.

5. Planning faze of 15 additional single car parking located by dredge spoils
Action: Started clearing and cutting curb to start hauling and moving materials, waiting on hot saw repairs to continue project, still waiting for parts to come in.

6. Multiple piling hoops are failing, along with dock triangles, 2 finger docks in need of rebuild,
Action: Repair what we can when time and crewing allows, we are getting close to being able to do dock repairs while keeping up with customer services.

7. Multiple black top projects will be getting quoted on
Action: Once approved will get paving done for Rogue sink holes, washdown, new parking, due to the current construction environment its taking more time than ever to get quotes.

8. Day patrol seems to be working out very well, we will continue to show a presence.
Action: Continue to work with TCB and show our presence and keep up on enforcement
TCB is also helping us with code enforcement down in the Marina, we will soon be issuing citations related to conditions stated in the MLA which in turn should help with any problem boats. Our local Marine Deputies plan on helping with getting people to get there Oregon State Marine Board stickers and doing general enforcement.

9. Trash and fish totes has slowed down to a more manageable level

Action: Due minor repairs and maintenance on compactor and dumpsters as needed

10. Started clearing lot adjacent to cherry plant for trailer/overflow parking. Should be completed before labor day weekend.
Action: Lot has been in use for boat trailers and seems to be working as it should.

With having been an extremely busy year and still ongoing, some maintenance was neglected due to the amount of traffic and general customer service base we provide. The port has been experiencing more vandalism in restrooms, fish cleaning stations, boat wash down, and general day use areas. With the added repairs and time, we still managed to get things done but hopefully with time and more security presence, we can lower the amount of vandalism.